



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)  
4 May 2022*

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th May 2022 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

S Burrows  
Acting Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford R Bullock G Challen J Foster M Griffiths S Lennox-Boyd	L Challen J Dent S Gillies S Martin J Peggs P Samuels	S Miller (Chairman) B Samuels B Stoyel D Yates (Vice-Chairman)

## **Agenda**

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
4. Apologies.
5. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.  
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
7. To receive and approve the minutes of the Policy and Finance Committee held on 8th March 2022 as a true and correct record. (Pages 5 - 12)
8. All accounts and bank accounts reconciled up to 31st March 2022.
9. Petty cash reconciled up to 31st March 2022.
10. To receive a report on VAT. (Page 13)
11. To receive a report on investments. (Page 14)
12. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
13. To receive the current STC and Committee budget statements. (Pages 15 - 24)
14. To receive a report from the Finance Officer. (Pages 25 - 26)
15. Acting Town Clerks report on delegated authority to spend.
16. To consider Risk Management reports as may be received.

17. To consider awarding Community Chest and Festival Fund applications:

a. Community Chest Fund: (Pages 27 - 77)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC256	Tamar Protection Society	£ 500.00
CC257	Saltash Sailing Club	£1,000.00

b. Festival Fund: (Pages 78 - 132)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF110	Friends of Tintcombe	£335.00
FF111	Saltash Regatta	£2,943.00

18. To receive and note reports on funding awarded:

a. To receive and note a report from Forder Community and Conservation Association relating to the use of Community Chest funding. (Pages 133 - 143)

b. To receive and note a letter confirming the return of Town Council Community Chest awarded grant money from The Sue Hooper Charitable Foundation. (Page 144)

c. To receive and note a letter from Saltash Rotary Club relating to the BT Phone Box located outside Isambard House. (Pages 145 - 146)  
**(Pursuant to P&F 09.03.2021 Minute no. 168/20/21a)**

19. To receive and consider recommending to Full Council the following policy amendments:

a. Financial Regulations 2022-23 (Pages 147 - 172)

b. Standing Orders (Pages 173 - 212)

c. Unreasonable Customer Behaviour and Persistent Complaints. (Pages 213 - 228)

20. To receive an IT report and consider any actions and associated expenditure. (Pages 229 - 230)

21. To receive and consider adopting the draft template design for all future Town Council Announcements. (Page 231)

22. To receive a report on the tender opening for the Delivery of Professional Youth Work in Saltash for the year 2022-23 and consider any actions and associated expenditure. (Page 232)

23. To receive a report from Professional Youth Work Organisation (Pages 233 - 234)

24. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group (Page 235)
  - b. Saltash Team For Youth (Page 236)
  - c. To receive a verbal update on the latest Section 106 Panel meeting
25. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
26. To receive a recommendation from the Personnel Committee meeting held on 29th March 2022 and consider any actions and associated expenditure. (Page 237)
27. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
28. To consider urgent non-financial items at the discretion of the Chairman.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 12 July 2022 at 6.30 pm



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of an Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 8th March 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, J Dent, J Foster, S Martin, S Miller (Chairman), J Peggs, B Stoyel and D Yates (Vice-Chairman).

**ALSO PRESENT:** H Frank – Director of CIMCF and Treasurer of May Fair, S Burrows (Acting Town Clerk).

**APOLOGIES:** R Bickford, G Challen, L Challen, S Gillies, M Griffiths, S Lennox-Boyd, B Samuels and P Samuels.

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#### **173/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **174/21/22 DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Foster	15B – FF106	Non-Pecuniary	Member of Saltash Lions Club	Yes

- b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

To award a dispensation to Saltash Town Council Members to allow agenda item 15b Application Number FF108 to be discussed and participate in any vote, or further vote taken on that business by Saltash Town Council.

Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve a dispensation be granted to Saltash Town Council Members for this meeting only to allow agenda item 15b Application Number FF108 to be discussed and participate in any vote, or further vote taken on that business by Saltash Town Council.

**175/21/22     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**176/21/22     TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 11TH JANUARY 2022 AND THE EXTRAORDINARY MEETING HELD ON TUESDAY 22ND FEBRUARY 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 11<sup>th</sup> January 2022 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Meeting held on Tuesday 22<sup>nd</sup> February 2022 were confirmed as a true and correct record.

**177/21/22     ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2022**

It was **RESOLVED** to note.

**178/21/22     PETTY CASH RECONCILED UP TO 31ST JANUARY 2022.**

It was **RESOLVED** to note.

**179/21/22     TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**180/21/22     TO RECEIVE A REPORT ON INVESTMENTS.**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to note the report on investments and approve a virement of £150,000 from Cornwall Council Instant Access Account to Barclays Active Saver to cover operational expenditure.

**181/21/22     TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**182/21/22     TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**183/21/22     TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note the report.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve a virement of £1,000 from budget code 6676 Service Delivery Staff Training to budget code 6673 Service Delivery Clothing, to cover the newly appointed Service Delivery staff uniform.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to ratify the motor insurance renewal cover for the year 2022-23 at a cost of £2,527.08 allocated to budget code 6205 P&F Insurance.

**184/21/22     TO RECEIVE THE ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the Acting Town Clerks delegated spend.

**185/21/22     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**186/21/22     TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest:

None.

b. Festival Funds:

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF105	Cornwall International Choral Festival	£250.00

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to award £250.00 to Cornwall International Choral Festival.

Councillor Foster declared an interest in the next agenda item and left the room.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF106	Saltash Lions Club	£650.00

It was proposed by Councillor Dent, seconded by Councillor Martin and **RESOLVED** to award £500.00 to Saltash Lions Club subject to:

1. Clarification on the arrangements in place to ensure safeguarding of children and or young people and or vulnerable people.
2. Providing quotes for the portable toilet blocks and first aid coverage.

Councillor Foster was invited and returned to the meeting.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF107	May Fair Committee – Saltash May Fair	£2,976.72

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to award £2,976.72 to the May Fair Committee for Saltash May Fair.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF108	May Fair Committee – Big Jubilee Lunch	£1,500.00

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to award £1,500 to the May Fair Committee for the Big Jubilee Lunch on Fore Street.

The Chairman announced a 5 minute break at 7:20pm.

The Chairman continued the meeting at 7:25pm.

**187/21/22    TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE FOLLOWING POLICIES:**

a. Civic Awards Policy

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 7<sup>th</sup> April 2022 to adopt the amendments to the Civic Awards Policy.

b. Awarding the Freedom of the Town

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 7<sup>th</sup> April 2022 to adopt the Awarding the Honorary Freedom of Saltash Policy.

**188/21/22    TO RECEIVE AND CONSIDER APPROVING THE REVISED SALTASH TOWN COUNCIL DELIVERY OF PROFESSIONAL YOUTH WORK TENDER SPECIFICATION.**

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to approve the proposed amendments to the Delivery of Professional Youth Work in Saltash for the year 2022-23.

**189/21/22    TO RECEIVE REPORTS FROM PROFESSIONAL YOUTH WORK ORGANISATIONS**

a. Junkyard Skatepark

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to note the report and delegate to the Acting Town Clerk to write a letter of thanks to Junkyard Skatepark for their continued support and commitment to the young people of Saltash.

b. Livewire

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to note the report and delegate to the Acting Town Clerk to write a letter of thanks to Livewire for their continued support and commitment to the young people of Saltash.

**190/21/22    TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group:

Councillor Yates gave a verbal update on the Neighbourhood Plan:

1. Saltash Neighbourhood Plan Referendum for the Saltash Neighbourhood area is to be held on Thursday 17<sup>th</sup> March 2022 at various locations.
2. Leaflets are currently being distributed and available from the Guildhall and Library.
3. A number of informal events have been held in Fore Street and at the Library.
4. Join Gateway Cornwall – Saltash on Thursday 10<sup>th</sup> March 2022 at 10:30am to find out more about the Neighbourhood Plan Referendum.

b. Saltash Team for Youth:

The next Saltash Team for Youth Working Group meeting is to be held on Friday 11<sup>th</sup> March 2022, 1pm at Livewire.

c. Section 106 Panel:

No Report.

**191/21/22    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**192/21/22     TO CONSIDER CORNWALL COUNCIL CONTINUING TO ACT ON BEHALF OF SALTASH TOWN COUNCIL FOR ANY COMPLAINTS RECEIVED BY IDENTIFIED PERSISTENT COMPLAINANTS.**

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to:

1. Continue to appoint Cornwall Council to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.
2. Review Saltash Town Council Unreasonable Persistent Complaints Policy to be received at the next Policy and Finance meeting.

**193/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the public and press be re-admitted to the meeting.

**194/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**195/21/22     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to issue the following press and social media releases:

1. To promote the Festival Fund Awards.
2. To thank Junkyard Skate Park and Livewire for their continued support and recognition of their work for the young people of Saltash.

**DATE OF NEXT MEETING**

Tuesday 10 May 2022 at 6.30 pm

Rising at: 8:10pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



**To receive a report on VAT.**

VAT: To note the VAT Return was submitted for the period 01/01/22 – 31/03/22. This resulted in £13,045 refund due. The next VAT return is due for the 01/04/22 – 30/06/22 on the 7<sup>th</sup> August.

**To receive a report on investments.**

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.69%)
- £543,110 with Barclays Active Saver. (Interest Rate 0.10%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £995,983 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.45% - 0.51%)

Saltash Town Council Summary Budget Report 2022-23  
Saltash Town Council  
As at 29th April 2022

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income											
Total Operating Income											
Burial Authority Income	23,802	0	0	17,500	292	17,208		17,938	18,386	18,846	19,317
Burial Board Income	9,253	0	0	8,064	585	7,479		8,266	8,472	8,684	8,901
P&F Income	5,446	0	0	4,125	80	4,045		4,228	4,333	4,442	4,553
Guildhall Income	1,998	0	0	10,750	203	10,547		11,019	11,294	11,577	11,866
Library Income	959	0	0	4,100	0	4,100		3,247	2,995	3,070	3,146
Maurice Huggins Income	458	0	0	1,000	188	813		1,025	1,051	1,077	1,104
Station Income	1,983	0	0	6,000	0	6,000		6,150	6,304	6,461	6,623
Service Delivery Income	15,717	0	0	21,617	8,318	13,299		22,158	22,711	23,280	23,862
Total Total Operating Income	59,616	0	0	73,156	9,665	63,491		74,031	75,546	77,437	79,372
Operating Expenditure											
Operating Expenditure											
Burial Authority Expenditure	23,000	0	0	24,348	0	24,348		24,422	24,498	13,883	3,269
Burial Authority Staffing Expenditure	7,579	0	0	10,843	841	10,002		11,167	11,499	11,841	12,194
Burial Board Expenditure	1,923	0	0	5,743	0	5,743		5,887	6,033	6,185	6,339
Burial Board Staffing Expenditure	17,767	0	0	25,303	1,963	23,340		26,056	26,831	27,632	28,455
P&F Expenditure	143,702	0	4,500	212,240	12,032	204,708		214,097	217,047	220,074	223,038
P&F Staffing Expenditure	295,435	0	20,000	305,790	23,760	302,030		335,485	345,467	355,751	366,340
Guildhall Expenditure	24,402	0	0	29,267	8,893	20,374		29,998	30,748	31,517	32,304
Guildhall Staffing Expenses	22,425	0	0	28,405	2,115	26,290		29,250	30,122	31,024	31,949
Library Expenditure	27,371	0	21,500	33,138	13,628	41,010		55,430	56,240	57,046	57,895
Library Staffing Expenses	110,682	0	0	127,319	12,060	115,259		131,126	135,044	139,081	143,236
Maurice Huggins Expenses	1,938	0	0	3,641	429	3,212		3,731	3,823	3,919	4,018
Station Expenditure	9,088	0	0	21,023	4,028	16,995		21,547	22,086	22,640	23,205
Station Staffing Expenses	0	0	0	8,095	0	8,095		8,333	8,575	8,826	9,084
Service Delivery Expenditure	58,308	0	0	91,756	1,385	90,371		93,941	96,173	98,464	100,814
Service Delivery Staffing Expenditure	199,130	0	0	307,858	26,190	281,668		317,019	326,453	336,168	346,172
Personnel Expenditure	9,858	0	0	10,669	188	10,481		10,935	11,208	11,489	11,775
Total Operating Expenditure	952,608	0	46,000	1,245,438	107,514	1,183,924		1,318,424	1,351,847	1,375,540	1,400,087
Total Operating Surplus/ (Deficit)	(892,993)	0	(46,000)	(1,172,282)	(97,848)	(1,120,434)		(1,244,393)	(1,276,301)	(1,298,103)	(1,320,715)
EMF Expenditure											
Burial Authority EMF Expenditure	2,498	28,835	0	0	433	28,402		0	0	0	0
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720		0	0	0	0
P&F EMF Expenditure	34,833	174,931	64,000	7,000	400	245,531		0	0	0	0
Guildhall EMF Expenditure	0	50,593	0	20,000	0	70,593		5,000	0	0	0
Library EMF Expenditure	22,885	85,664	178,430	11,156	0	275,250		0	0	0	0
Maurice Huggins EMF Expenditure	0	668	0	0	0	668		0	0	0	0
Station EMF Expenditure	47,476	113,237	2,250	0	0	115,487		0	0	0	0
Service Delivery EMF Expenditure	49,496	97,910	0	57,000	0	154,910		17,000	17,000	17,000	17,000
Personnel EMF Expenditure	1,215	4,785	0	2,000	0	6,785		0	0	0	0
Total EMF Expenditure	158,403	560,343	244,680	97,156	833	901,346		22,000	17,000	17,000	17,000
Total Overall Expenditure (Operational & EMF)	1,111,011	560,343	290,680	1,342,594	108,347	2,085,270		1,340,424	1,368,847	1,392,540	1,417,087
Total Overall Budget Surplus/ Defecit	(1,051,396)	(560,343)	(290,680)	(1,269,438)	(98,681)	(2,021,780)		(1,266,393)	(1,293,301)	(1,315,103)	(1,337,715)

Notes

1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

To/From Reserves & Budget Virements 2021/22

1. All budget virements are detailed on the individual committee budget sheets

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income											
Burial Authority Income											
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	0	17,500		17,938	18,386	18,846	19,317
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	292	(292)		0	0	0	0
Total Burial Authority Income	23,802	0	0	17,500	292	17,208		17,938	18,386	18,846	19,317
Total Operating Income	23,802	0	0	17,500	292	17,208		17,938	18,386	18,846	19,317
Operating Expenditure											
Burial Authority Expenditure											
6000 BA Petrol	120	0	0	300	0	300		308	315	323	331
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250		256	263	269	276
6003 BA Health & Safety	0	0	0	50	0	50		51	53	54	55
6004 BA General Site Maintenance	233	0	0	500	0	500		513	525	538	552
6005 BA Fire Extinguishers	102	0	0	82	0	82		84	86	88	91
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	0	718		735	754	773	792
6009 BA Electricity Costs	189	0	0	276	0	276		283	290	297	304
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	0	21,385		21,385	21,385	10,693	0
6011 BA Water	0	0	0	331	0	331		339	348	357	365
6013 BA Security Alarm Maintenance	275	0	0	157	0	157		161	165	169	173
6014 BA Cemetery Software Subscription	578	0	0	299	0	299		307	314	322	330
Total Burial Authority Expenditure	23,000	0	0	24,348	0	24,348		24,422	24,498	13,883	3,269
Burial Authority Staffing Expenditure											
Burial Authority Staffing Expenses	152	0	0	269	0	269		276	282	289	297
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206		211	216	222	227
Burial Authority Staffing Costs	7,427	0	0	10,368	841	9,527		10,680	11,001	11,330	11,670
Total Burial Authority Staffing Expenditure	7,579	0	0	10,843	841	10,002		11,167	11,499	11,841	12,194
Total Operating Expenditure	30,579	0	0	35,191	841	34,350		35,589	35,997	25,724	15,463
Total Burial Authority Operating Expenditure	30,579	0	0	35,191	841	34,350		35,589	35,997	25,724	15,463
Total Burial Authority Operating Surplus/ (Deficit)	(6,777)	0	0	(17,691)	(550)	(17,141)		(17,651)	(17,611)	(6,878)	3,854
Burial Authority EMF Expenditure											
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	0	7,668		0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967		0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	433	4,567		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200		0	0	0	0
Total Burial Authority EMF Expenditure	2,498	28,835	0	0	433	28,402		0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	33,077	28,835	0	35,191	1,275	62,751		35,589	35,997	25,724	15,463
Total Burial Authority Budget Surplus/ Deficit	(9,275)	(28,835)	0	(17,691)	(983)	(45,543)		(17,651)	(17,611)	(6,878)	3,854

Notes  
1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Burial Board Operating Income</b>											
<b>Burial Board Income</b>											
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	0	7,500		7,688	7,880	8,077	8,279
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)		578	592	607	622
<b>Total Burial Board Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>585</b>	<b>7,479</b>		<b>8,266</b>	<b>8,472</b>	<b>8,684</b>	<b>8,901</b>
<b>Total Burial Board Operating Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>585</b>	<b>7,479</b>		<b>8,266</b>	<b>8,472</b>	<b>8,684</b>	<b>8,901</b>
<b>Burial Board Operating Expenditure</b>											
<b>Burial Board Expenditure</b>											
6100 BB Petrol	279	0	0	400	0	400		410	420	431	442
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650		666	683	700	717
6103 BB Health & Safety	0	0	0	100	0	100		103	105	108	110
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281		1,313	1,346	1,380	1,414
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	0	3,312		3,395	3,479	3,566	3,656
<b>Total Burial Board Expenditure</b>	<b>1,923</b>	<b>0</b>	<b>0</b>	<b>5,743</b>	<b>0</b>	<b>5,743</b>		<b>5,887</b>	<b>6,033</b>	<b>6,185</b>	<b>6,339</b>
<b>Burial Board Staffing Expenditure</b>											
Burial Board Staff Expenses	304	0	0	628	0	628		643	658	676	692
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481		493	505	518	531
Burial Board Staffing Costs	17,329	0	0	24,194	1,963	22,231		24,920	25,668	26,438	27,232
<b>Total Burial Board Staffing Expenditure</b>	<b>17,767</b>	<b>0</b>	<b>0</b>	<b>25,303</b>	<b>1,963</b>	<b>23,340</b>		<b>26,056</b>	<b>26,831</b>	<b>27,632</b>	<b>28,455</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>1,963</b>	<b>29,083</b>		<b>31,943</b>	<b>32,864</b>	<b>33,817</b>	<b>34,794</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>1,963</b>	<b>29,083</b>		<b>31,943</b>	<b>32,864</b>	<b>33,817</b>	<b>34,794</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(10,438)</b>	<b>0</b>	<b>0</b>	<b>(22,982)</b>	<b>(1,379)</b>	<b>(21,603)</b>		<b>(23,677)</b>	<b>(24,392)</b>	<b>(25,133)</b>	<b>(25,893)</b>
<b>Burial Board EMF Expenditure</b>											
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800		0	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>3,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,720</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>19,691</b>	<b>3,720</b>	<b>0</b>	<b>31,046</b>	<b>1,963</b>	<b>32,803</b>		<b>31,943</b>	<b>32,864</b>	<b>33,817</b>	<b>34,794</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(10,438)</b>	<b>(3,720)</b>	<b>0</b>	<b>(22,982)</b>	<b>(1,379)</b>	<b>(25,323)</b>		<b>(23,677)</b>	<b>(24,392)</b>	<b>(25,133)</b>	<b>(25,893)</b>

Notes  
1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>P&amp;F Operating Income</b>											
<b>P&amp;F Income</b>											
4901 PR Bank Interest Received	5,429	0	0	4,125	80	4,045		4,228	4,333	4,442	4,553
4908 PR Misc Income	17	0	0	0	0	0		0	0	0	0
<b>Total P&amp;F Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>80</b>	<b>4,045</b>		<b>4,228</b>	<b>4,333</b>	<b>4,442</b>	<b>4,553</b>
<b>Total P&amp;F Operating Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>80</b>	<b>4,045</b>		<b>4,228</b>	<b>4,333</b>	<b>4,442</b>	<b>4,553</b>
<b>P &amp; F Operating Expenditure</b>											
<b>P&amp;F Expenditure</b>											
6200 PF Bank Charges (6200)	713	0	0	1,108	28	1,080		1,136	1,164	1,193	1,223
6201 PF Audit (6201)	600	0	0	3,450	0	3,450		3,536	3,625	3,715	3,808
6202 PF Civic Occasions (including Road Closures) (6202)	2,758	0	4,500	3,500	100	7,900		2,530	2,593	2,658	2,725
6203 PF Mayors' Allowance	4,838	0	0	4,959	0	4,959		5,083	5,210	5,340	5,474
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520		3,608	3,698	3,790	3,885
6205 PF Insurance	22,228	0	0	22,132	0	22,132		22,265	22,398	22,533	22,533
6206 PF Youth Council (6206)	4,000	0	0	4,000	0	4,000		4,000	4,000	4,000	4,000
6208 PF Subscriptions (6208)	12,437	0	0	15,000	11,026	3,974		15,375	15,759	16,153	16,557
6210 PF Community Chest (6210)	3,570	0	0	10,000	250	9,750		10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	0	2,742		2,810	2,881	2,953	3,027
6214 PF Health & Safety (6214)	9,541	0	0	7,500	86	7,414		7,688	7,880	8,077	8,279
6215 PF Annual Report	0	0	0	450	0	450		461	473	485	497
6216 PF Miscellaneous	0	0	0	100	0	100		103	105	108	110
6217 PF Data Protection (6217)	55	0	0	100	0	100		103	105	108	110
6219 PF Covid 19 H&S Materials & Equipment	3,564	0	0	2,000	0	2,000		2,050	2,101	2,154	2,208
6220 PF Festival Fund & Event Expenditure	5,555	0	0	15,000	0	15,000		15,000	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	0	5,000		5,125	5,253	5,384	5,519
6222 PF Commissioning Youth Work (6222)	33,667	0	0	50,000	0	50,000		50,000	50,000	50,000	50,000
6224 PF Professional Costs	1,923	0	0	2,050	0	2,050		2,101	2,154	2,208	2,263
6225 PF Neighbourhood Plan	4,651	0	0	5,156	0	5,156		5,285	5,417	5,552	5,691
6227 PF Town Speakers PRS Licence	0	0	0	3,000	0	3,000		3,075	3,152	3,231	3,311
6228 PF Events & Consultations	0	0	0	1,500	0	1,500		1,538	1,576	1,615	1,656
6229 PF CCTV Annual Maintenance	0	0	0	14,600	0	14,600		14,965	15,339	15,723	16,116
6502 PF Civic Christmas Event	0	0	0	500	0	500		513	525	538	552
6513 PF Twinning	0	0	0	119	0	119		122	125	128	131
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539		553	566	581	595
6516 PF Road Safety Grant	0	0	0	215	0	215		221	226	232	238
P&F IT/Office Costs	24,980	0	0	33,000	542	32,458		33,826	34,671	35,538	36,426
5500 Bad Debt Expense	20	0	0	0	0	0		0	0	0	0
<b>Total P&amp;F Expenditure</b>	<b>143,702</b>	<b>0</b>	<b>4,500</b>	<b>212,240</b>	<b>12,032</b>	<b>204,708</b>		<b>214,097</b>	<b>217,047</b>	<b>220,074</b>	<b>223,038</b>
<b>P&amp;F Staffing Expenditure</b>											
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	443	4,857		5,433	5,568	5,708	5,850
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	88	705		812	832	853	875
6661 ST P&R Finance Consultancy Fees	650	0	0	3,000	0	3,000		3,075	3,152	3,231	3,311
P&F Staffing Expenses	644	0	0	2,413	0	2,413		2,473	2,534	2,598	2,663
6656 ST P&R Staff Training	(911)	0	0	4,125	30	4,095		4,228	4,333	4,442	4,553
P&F Staffing Costs	289,410	0	20,000	290,160	23,199	286,961		319,464	329,048	338,919	349,088
<b>Total P&amp;F Staffing Expenditure</b>	<b>295,435</b>	<b>0</b>	<b>20,000</b>	<b>305,790</b>	<b>23,760</b>	<b>302,030</b>		<b>335,485</b>	<b>345,467</b>	<b>355,751</b>	<b>366,340</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>439,138</b>	<b>0</b>	<b>24,500</b>	<b>518,030</b>	<b>35,791</b>	<b>506,739</b>		<b>549,582</b>	<b>562,514</b>	<b>575,825</b>	<b>589,378</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>439,138</b>	<b>0</b>	<b>24,500</b>	<b>518,030</b>	<b>35,791</b>	<b>506,739</b>		<b>549,582</b>	<b>562,514</b>	<b>575,825</b>	<b>589,378</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(433,692)</b>	<b>0</b>	<b>(24,500)</b>	<b>(513,905)</b>	<b>(35,711)</b>	<b>(502,694)</b>		<b>(545,354)</b>	<b>(558,181)</b>	<b>(571,383)</b>	<b>(584,825)</b>
<b>P&amp;F EMF Expenditure</b>											
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950		0	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207		0	0	0	0
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	0	2,000		0	0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601		0	0	0	0
6274 PF EMF Internet Redevelopment	0	4,900	0	0	0	4,900		0	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	0	0	0	1,772		0	0	0	0
6278 PF EMF CIL Planning Income	0	2,810	0	0	0	2,810		0	0	0	0
6279 PF EMF Restart Business Support Gant	3,420	7,580	0	0	0	7,580		0	0	0	0
6280 PF EMF Town Vision	0	10,000	0	0	0	10,000		0	0	0	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	0	84,000		0	0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	0	22,046		0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(20,000)	0	0	49,665		0	0	0	0
<b>Total P&amp;F EMF Expenditure</b>	<b>34,833</b>	<b>174,931</b>	<b>64,000</b>	<b>7,000</b>	<b>400</b>	<b>245,531</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>473,971</b>	<b>174,931</b>	<b>88,500</b>	<b>525,030</b>	<b>36,191</b>	<b>752,270</b>		<b>549,582</b>	<b>562,514</b>	<b>575,825</b>	<b>589,378</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(468,525)</b>	<b>(174,931)</b>	<b>(88,500)</b>	<b>(520,905)</b>	<b>(36,111)</b>	<b>(748,225)</b>		<b>(545,354)</b>	<b>(558,181)</b>	<b>(571,383)</b>	<b>(584,825)</b>

Notes

1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

To/From Reserves & Budget Virements 2022/23

- 1. £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23
- 2. £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebrations
- 3. £2,800 vired from General Reserves to 6205 Insurance for Property Revaluation Works
- 4. £84,000 EMF Town Vitality Grant received

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Guildhall Operating Income</b>											
<b>Guildhall Income</b>											
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	163	10,098		10,518	10,780	11,050	11,326
4201 GH Income - Guildhall Refreshments	98	0	0	257	40	217		263	270	277	284
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232		238	244	250	256
<b>Total Guildhall Income</b>	<b>1,998</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>203</b>	<b>10,547</b>		<b>11,019</b>	<b>11,294</b>	<b>11,577</b>	<b>11,866</b>
<b>Total Guildhall Operating Income</b>	<b>1,998</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>203</b>	<b>10,547</b>		<b>11,019</b>	<b>11,294</b>	<b>11,577</b>	<b>11,866</b>
<b>Guildhall Operating Expenditure</b>											
<b>Guildhall Expenditure</b>											
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300		9,131	9,359	9,593	9,833
6401 GH Water Rates - Guildhall (6401)	502	0	0	769	0	769		788	808	828	849
6402 GH Gas - Guildhall (6402)	1,402	0	0	2,600	0	2,600		2,665	2,732	2,800	2,870
6403 GH Electricity - Guildhall (6403)	3,045	0	0	5,200	0	5,200		5,330	5,463	5,600	5,740
6404 GH Fire & Security Alarm - Guildhall (6404)	1,425	0	0	1,268	0	1,268		1,300	1,332	1,365	1,400
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,114	0	0	1,025	211	814		1,051	1,077	1,104	1,131
6409 GH Boiler Service & Maintenance	337	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6410 GH General Repairs & Maintenance	2,628	0	0	2,578	75	2,503		2,642	2,708	2,776	2,845
6411 GH TV License & PRS	21	0	0	0	0	0		0	0	0	0
6412 GH Lift Service & Maintenance	2,684	0	0	3,000	0	3,000		3,075	3,152	3,231	3,311
6413 GH Refreshment Costs - Guildhall	271	0	0	376	0	376		385	395	405	415
6414 GH Equipment - Guildhall	985	0	0	1,006	0	1,006		1,031	1,057	1,083	1,110
6418 GH Professional Fees	960	0	0	1,052	0	1,052		1,078	1,105	1,133	1,161
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	0	454		465	477	489	501
<b>Total Guildhall Expenditure</b>	<b>24,402</b>	<b>0</b>	<b>0</b>	<b>29,267</b>	<b>8,893</b>	<b>20,374</b>		<b>29,998</b>	<b>30,748</b>	<b>31,517</b>	<b>32,304</b>
<b>Guildhall Staffing Expenditure</b>											
Guildhall Staffing Expenses	197	0	0	412	0	412		422	432	444	454
6678 ST GH Staff Training (Guildhall)	215	0	0	513	0	513		525	538	552	566
Guildhall Staffing Costs	22,013	0	0	27,480	2,115	25,365		28,303	29,152	30,028	30,929
<b>Total Guildhall Staffing Expenditure</b>	<b>22,425</b>	<b>0</b>	<b>0</b>	<b>28,405</b>	<b>2,115</b>	<b>26,290</b>		<b>29,250</b>	<b>30,122</b>	<b>31,024</b>	<b>31,949</b>
<b>Total Operating Expenditure</b>	<b>46,827</b>	<b>0</b>	<b>0</b>	<b>57,672</b>	<b>11,009</b>	<b>46,663</b>		<b>59,248</b>	<b>60,870</b>	<b>62,541</b>	<b>64,253</b>
<b>Total Guildhall Operating Expenditure</b>	<b>46,827</b>	<b>0</b>	<b>0</b>	<b>57,672</b>	<b>11,009</b>	<b>46,663</b>		<b>59,248</b>	<b>60,870</b>	<b>62,541</b>	<b>64,253</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(44,829)</b>	<b>0</b>	<b>0</b>	<b>(46,922)</b>	<b>(10,806)</b>	<b>(36,116)</b>		<b>(48,229)</b>	<b>(49,576)</b>	<b>(50,964)</b>	<b>(52,387)</b>
<b>Guildhall EMF Expenditure</b>											
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	0	67,593		5,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000		0	0	0	0
<b>Total Guildhall EMF Expenditure</b>	<b>0</b>	<b>50,593</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>70,593</b>		<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>46,827</b>	<b>50,593</b>	<b>0</b>	<b>77,672</b>	<b>11,009</b>	<b>117,256</b>		<b>64,248</b>	<b>60,870</b>	<b>62,541</b>	<b>64,253</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(44,829)</b>	<b>(50,593)</b>	<b>0</b>	<b>(66,922)</b>	<b>(10,806)</b>	<b>(106,709)</b>		<b>(53,229)</b>	<b>(49,576)</b>	<b>(50,964)</b>	<b>(52,387)</b>

Notes  
1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income											
Library Income											
4517 LI Library - Fines (Collected on behalf of CC)	193	0	0	650	0	650		325	0	0	0
4518 LI Library - Photocopying Fees	428	0	0	800	0	800		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	0	300		308	315	323	331
4526 LI Library Activity Income	0	0	0	250	0	250		256	263	269	276
4527 LI Library Cafe Rental Income	0	0	0	750	0	750		769	788	808	828
4528 Library Merchandise Income	0	0	0	750	0	750		769	788	808	828
4529 Library Activities Sponsorship	0	0	0	600	0	600		0	0	0	0
Total Library Income	959	0	0	4,100	0	4,100		3,247	2,995	3,070	3,146
Total Library Operating Income	959	0	0	4,100	0	4,100		3,247	2,995	3,070	3,146
Library Operating Expenditure											
Library Expenditure											
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881		14,713	15,081	15,458	15,844
6901 LI Water Rates - Library	0	0	0	331	0	331		339	348	357	365
6902 LI Gas - Library	1,591	0	0	2,249	0	2,249		2,305	2,363	2,422	2,482
6903 LI Electricity - Library	1,852	0	0	2,000	0	2,000		2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	822	0	0	938	0	938		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	1,014	0	0	1,684	0	1,684		1,726	1,769	1,814	1,859
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	60	2,002		2,114	2,167	2,221	2,276
6911 LI TV License & PRS - Library	57	0	0	0	0	0		0	0	0	0
6913 LI Refreshment Costs - Library	0	0	0	258	0	258		265	271	271	278
6914 LI Equipment - Library	186	0	0	750	0	750		769	788	788	808
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6920 LI Legionella Risk Assessment - Library	455	0	0	450	0	450		461	473	485	497
6921 LI IT & Office Costs - Library	5,207	0	0	1,500	28	1,472		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,601	0	0	3,000	67	2,933		3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000		23,000	23,000	23,000	23,000
Total Library Expenditure	27,371	0	21,500	33,138	13,628	41,010		55,430	56,240	57,046	57,895
Library Staffing Expenditure											
Library Staff Expenses	411	0	0	1,947	0	1,947		1,996	2,046	2,097	2,149
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Library Staffing Costs	109,679	0	0	124,372	12,060	112,312		128,105	131,947	135,907	139,983
Total Library Staffing Expenditure	110,682	0	0	127,319	12,060	115,259		131,126	135,044	139,081	143,236
Total Operating Expenditure	138,053	0	21,500	160,457	25,688	156,269		186,556	191,284	196,127	201,131
Total Library Operating Expenditure	138,053	0	21,500	160,457	25,688	156,269		186,556	191,284	196,127	201,131
Total Library Operating Surplus/ Deficit	(137,094)	0	(21,500)	(156,357)	(25,688)	(152,169)		(183,309)	(188,289)	(193,057)	(197,985)
Library EMF Expenditure											
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	0	224,104		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	0	13,146		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
Total Library EMF Expenditure	22,885	85,664	178,430	11,156	0	275,250		0	0	0	0
Total Library Expenditure (Operational & EMF)	160,938	85,664	199,930	171,613	25,688	431,519		186,556	191,284	196,127	201,131
Total Library Budget Surplus/ (Deficit)	(159,979)	(85,664)	(199,930)	(167,513)	(25,688)	(427,419)		(183,309)	(188,289)	(193,057)	(197,985)

Notes

1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

To/From Reserves & Budget Virements 2022/23

1. £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment  
2. £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works



Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spen d YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Maurice Huggins Operating Income</b>											
<b>Maurice Huggins Income</b>											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	188	813		1,025	1,051	1,077	1,104
<b>Total Maurice Huggins Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>188</b>	<b>813</b>		<b>1,025</b>	<b>1,051</b>	<b>1,077</b>	<b>1,104</b>
<b>Total Maurice Huggins Operating Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>188</b>	<b>813</b>		<b>1,025</b>	<b>1,051</b>	<b>1,077</b>	<b>1,104</b>
<b>Maurice Huggins Operating Expenditure</b>											
<b>Maurice Huggins Expenditure</b>											
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12		452	463	475	487
7001 MA Water Rates - Maurice Huggins	102	0	0	359	0	359		368	377	386	396
7003 MA Electricity - Maurice Huggins	411	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
7004 MA Fire & Security Alarm - Maurice Huggins	443	0	0	162	0	162		166	170	174	179
7008 MA Cleaning Materials & Equipment - Maurice Huggins	67	0	0	300	0	300		308	315	323	331
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	0	513		525	538	552	566
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513		525	538	552	566
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	0	328		336	345	353	362
<b>Total Maurice Huggins Expenditure</b>	<b>1,938</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>429</b>	<b>3,212</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,938</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>429</b>	<b>3,212</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,480)</b>	<b>0</b>	<b>0</b>	<b>(2,641)</b>	<b>(242)</b>	<b>(2,399)</b>		<b>(2,706)</b>	<b>(2,772)</b>	<b>(2,842)</b>	<b>(2,914)</b>
<b>Maurice Huggins EMF Expenditure</b>											
6472 EMF Maurice Huggins Room	0	62	0	0	0	62		0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606		0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>668</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>668</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,938</b>	<b>668</b>	<b>0</b>	<b>3,641</b>	<b>429</b>	<b>3,880</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,480)</b>	<b>(668)</b>	<b>0</b>	<b>(2,641)</b>	<b>(242)</b>	<b>(3,067)</b>		<b>(2,706)</b>	<b>(2,772)</b>	<b>(2,842)</b>	<b>(2,914)</b>

Notes

1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spent YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income											
Isambard House Income											
4301 SA Isambard House - Bookings	1,962	0	0	5,000	0	5,000		5,125	5,253	5,384	5,519
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Total Isambard House Income	1,983	0	0	6,000	0	6,000		6,150	6,304	6,461	6,623
Total Isambard House Operating Income	1,983	0	0	6,000	0	6,000		6,150	6,304	6,461	6,623
Isambard House Operating Expenditure											
Isambard House Expenditure											
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207		3,844	3,940	4,039	4,140
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586		601	616	631	647
6802 SA Gas - Isambard House	705	0	0	2,430	0	2,430		2,490	2,553	2,617	2,682
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608		3,698	3,790	3,885	3,982
6804 SA Fire & Security Alarm - Isambard House	946	0	0	978	473	506		1,002	1,027	1,053	1,079
6808 SA Cleaning Materials & Equipment - Isambard House	1,939	0	0	1,538	0	1,538		1,576	1,615	1,656	1,697
6810 SA General Repairs & Maintenance - Isambard House	563	0	0	750	13	737		769	788	808	828
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132		2,185	2,240	2,296	2,353
6813 SA Refreshments Costs - Isambard House	400	0	0	210	0	210		215	221	226	232
6814 SA Equipment - Isambard House	954	0	0	989	0	989		1,014	1,039	1,065	1,092
6818 SA Professional Costs - Isambard House	250	0	0	1,052	0	1,052		1,078	1,105	1,133	1,161
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
6822 SA Activities & Events	0	0	0	2,000	0	2,000		2,050	2,101	2,154	2,208
Total Isambard House Expenditure	9,088	0	0	21,023	4,028	16,995		21,547	22,086	22,640	23,205
Isambard House Staffing Expenditure											
6671 Staff Expenses - Isambard House	0	0	0	256	0	256		263	269	276	283
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	0	6,814	0	6,814		7,019	7,229	7,446	7,670
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095		8,333	8,575	8,826	9,084
Total Operating Expenditure	9,088	0	0	29,118	4,028	25,090		29,880	30,661	31,466	32,289
Total Isambard House Operating Expenditure	9,088	0	0	29,118	4,028	25,090		29,880	30,661	31,466	32,289
Total Isambard House Operating Surplus/ (Deficit)	(7,104)	0	0	(23,118)	(4,028)	(19,090)		(23,730)	(24,357)	(25,005)	(25,666)
Isambard House EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	0	92,745		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492		0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,250	0	0	2,250		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	0	115,487		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,563	113,237	2,250	29,118	4,028	140,577		29,880	30,661	31,466	32,289
Total Isambard House Budget Surplus/ (Deficit)	(54,580)	(113,237)	(2,250)	(23,118)	(4,028)	(134,577)		(23,730)	(24,357)	(25,005)	(25,666)

Notes  
1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

To/From Reserves & Budget Virements 2022/23

1. £2,250 Tresorys Kernow Funding received.

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Service Delivery Operating Income											
Service Delivery Income											
Grounds & Premises Income											
4500 SE Allotment Rents	3,228	0	0	3,300	3,302	(2)		3,383	3,467	3,554	3,643
4510 SE Public Footpath Grant	1,526	0	0	1,564	415	1,149		1,603	1,643	0	1,727
4511 SE Christmas Event income	0	0	0	0	0	0		0	0	1,684	0
4512 SE Misc Income Grounds & Premises	104	0	0	0	13	(13)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	35	1,718		1,797	1,841	1,888	1,935
Total Grounds & Premises Income	6,190	0	0	6,617	3,765	2,852		6,783	6,951	7,126	7,305
Town & Waterfront Income											
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	625	3,375		4,100	4,203	4,308	4,415
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	3,928	5,072		9,225	9,456	9,692	9,934
4522 SE Waterfront Income - Daily Mooring Fees	1,589	0	0	2,000	0	2,000		2,050	2,101	2,154	2,208
Total Town & Waterfront Income	9,527	0	0	15,000	4,553	10,447		15,375	15,760	16,154	16,557
Total Service Delivery Income	15,717	0	0	21,617	8,318	13,299		22,158	22,711	23,280	23,862
Total Service Delivery Operating Income	15,717	0	0	21,617	8,318	13,299		22,158	22,711	23,280	23,862
Service Delivery Operating Expenditure											
Service Delivery Expenditure											
Grounds & Premises Expenditure											
6209 PF Oyster Beds	0	0	0	1	0	1		1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	0	10,000		10,250	10,506	10,769	11,038
6503 SE Allotments	721	0	0	1,200	120	1,080		1,230	1,261	1,292	1,325
6506 SE Grounds Maintenance & Watering (6506)	8,164	0	0	12,000	0	12,000		12,300	12,608	12,923	13,246
6508 SE Public Toilets (Operational Costs)	4,711	0	0	4,024	0	4,024		4,125	4,228	4,333	4,442
6517 SE Cross (Maintenance)	179	0	0	3,000	0	3,000		3,075	3,152	3,231	3,311
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	0	2,500		2,563	2,627	2,692	2,760
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	32	2,968		3,075	3,152	3,231	3,311
6529 G&P Refuse Disposal	4,441	0	0	5,500	0	5,500		5,638	5,778	5,923	6,071
6907 SE Seagulls Bags	1,089	0	0	1,818	0	1,818		1,864	1,910	1,958	2,007
Longstone Expenditure											
7100 LO Rates - Longstone	0	0	0	2,157	0	2,157		2,211	2,266	2,322	2,380
7101 LO Water Rates - Longstone	530	0	0	411	103	308		421	432	443	454
7103 LO Electricity - Longstone	771	0	0	2,461	0	2,461		2,522	2,585	2,650	2,716
7104 LO Fire & Security Alarm - Longstone	648	0	0	917	0	917		940	964	988	1,013
7107 LO Rent - Longstone	4,500	0	0	4,500	385	4,115		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	291	0	0	615	0	615		630	646	662	679
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	33	467		513	525	538	552
7114 LO Equipment - Longstone	690	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	9	1,022		1,057	1,083	1,110	1,138
6419 GH Longstone Depot	(2,000)	0	0	0	0	0		0	0	0	0
Total Longstone Expenditure	7,175	0	0	13,617	531	13,086		13,845	14,078	14,317	14,563
Total Grounds & Premises Expenditure	33,998	0	0	56,660	682	55,978		57,966	59,301	60,670	62,075
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	1,077	0	0	1,500	0	1,500		1,538	1,576	1,615	1,656
6505 SE Street Lighting	167	0	0	300	0	300		308	315	323	331
6511 SE Tourism & Signage	0	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513		525	538	552	566
6515 SE Festive Lights Maintenance & Electricity	630	0	0	1,400	0	1,400		1,435	1,471	1,508	1,545
6519 SE Flags & Bunting	2,653	0	0	2,500	0	2,500		2,563	2,627	2,692	2,760
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	0	6,000		6,150	6,304	6,461	6,623
6524 SE Vehicle Maintenance and Repair Costs	10,333	0	0	10,000	403	9,597		10,250	10,506	10,769	11,038
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6528 SE Pontoon Accommodation	6,129	0	0	10,827	300	10,527		11,098	11,375	11,660	11,951
Total Town & Waterfront Expenditure	24,310	0	0	35,096	703	34,393		35,975	36,872	37,794	38,739
Total Service Delivery Expenditure	58,308	0	0	91,756	1,385	90,371		93,941	96,173	98,464	100,814
Service Delivery Staffing Expenditure											
Service Delivery Staffing Expenses	6,125	0	0	4,999	162	4,837		5,125	5,253	5,385	5,519
6676 ST Services Delivery Staff Training	3,906	0	0	10,000	1,800	8,200		10,250	10,506	10,769	11,038
Service Delivery Staffing Costs	189,099	0	0	292,859	24,228	268,631		301,644	310,694	320,014	329,615
Total Service Delivery Staffing Expenditure	199,130	0	0	307,858	26,190	281,668		317,019	326,453	336,168	346,172
Total Operating Expenditure	257,438	0	0	399,614	27,575	372,039		410,960	422,626	434,632	446,986
Total Service Delivery Operating Expenditure	257,438	0	0	399,614	27,575	372,039		410,960	422,626	434,632	446,986
Total Service Delivery Operating Surplus/ (Deficit)	(241,721)	0	0	(377,997)	(19,257)	(358,740)		(388,802)	(399,915)	(411,352)	(423,124)
Service Delivery EMF Expenditure											
Grounds & Premises EMF Expenditure											
6471 GH EMF Heritage Centre	96	4,960	0	5,000	0	9,960		0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	0	39,560		0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	0	10,000		0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000		0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	0	2,000		2,000	2,000	2,000	2,000
Longstone EMF Expenditure											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500		0	0	0	0
Total Grounds & Premises EMF Expenditure	1,345	45,020	0	27,000	0	72,020		2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure											
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	0	1,839		0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	0	11,319		10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443		0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	0	2,448		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	3,053	16,734	0	20,000	0	36,734		5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	0	6,131		0	0	0	0
7000 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534		0	0	0	0
Total Town & Waterfront EMF Expenditure	48,152	52,890	0	30,000	0	82,890		15,000	15,000	15,000	15,000
Total Service Delivery EMF Expenditure	49,496	97,910	0	57,000	0	154,910		17,000	17,000	17,000	17,000
Total Service Delivery Expenditure (Operational & EMF)	306,934	97,910	0	456,614	27,575	526,949		427,960	439,626	451,632	463,986
Total Service Delivery Budget Surplus/ (Deficit)	(291,217)	(97,910)	0	(434,997)	(19,257)	(513,650)		(405,802)	(416,915)	(428,352)	(440,124)
Notes											
1. EMF Balances B/f 2021/22 are currently unaudited and might alter.											

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Personnel Operating Expenditure</b>											
<b>Personnel Expenditure</b>											
6654 ST Staff Welfare	1,313	0	0	1,538	0	1,538		1,576	1,615	1,656	1,697
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037		6,304	6,461	6,623	6,788
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0		0	0	0	0
6662 SNB HR Professional Fees	3,286	0	0	2,981	75	2,906		3,055	3,132	3,210	3,290
<b>Total Personnel Expenditure</b>	<b>9,858</b>	<b>0</b>	<b>0</b>	<b>10,669</b>	<b>188</b>	<b>10,481</b>		<b>10,935</b>	<b>11,208</b>	<b>11,489</b>	<b>11,775</b>
<b>Total Personnel Operating Expenditure</b>	<b>9,858</b>	<b>0</b>	<b>0</b>	<b>10,669</b>	<b>188</b>	<b>10,481</b>		<b>10,935</b>	<b>11,208</b>	<b>11,489</b>	<b>11,775</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(9,858)</b>	<b>0</b>	<b>0</b>	<b>(10,669)</b>	<b>(188)</b>	<b>(10,481)</b>		<b>(10,935)</b>	<b>(11,208)</b>	<b>(11,489)</b>	<b>(11,775)</b>
<b>EMF Personnel Expenditure</b>											
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785		0	0	0	0
<b>Total EMF Personnel Expenditure</b>	<b>1,215</b>	<b>4,785</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>6,785</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>11,073</b>	<b>4,785</b>	<b>0</b>	<b>12,669</b>	<b>188</b>	<b>17,266</b>		<b>10,935</b>	<b>11,208</b>	<b>11,489</b>	<b>11,775</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(11,073)</b>	<b>(4,785)</b>	<b>0</b>	<b>(12,669)</b>	<b>(188)</b>	<b>(17,266)</b>		<b>(10,935)</b>	<b>(11,208)</b>	<b>(11,489)</b>	<b>(11,775)</b>

Notes

1. EMF Balances B/f 2021/22 are currently unaudited and might alter.

## **To receive a report from the Finance Officer.**

- 1) The year-end is progressing well and with a completion date for the Annual Governance and Accountability Return (AGAR) of the 9<sup>th</sup> June which is the current scheduled next Full Council Meeting.

- 2) Mayor's Charity A/c

The current Mayor's Charity Account is currently a separate bank account which costs around £8 per month.

An alternative free of charge account was sourced through Barclays. However, it is a requirement that credit checks are conducted on the signatories of the account because it acts as a standalone account. The mayor considered this to be an unnecessary request and the account application is currently on hold with Barclays.

An alternative would that these funds be operated through the main council's current a/c and Xero accounts system which will then save this monthly fee. I have checked with the internal auditor, and this is acceptable.

Feedback received from other town councils:

1. Newquay Town Council:

We have a charity account with Barclays purely for the Mayor's activities.

Myself, a colleague and the Mayor are signatories on that account (which we update each year with new Mayor). It is kept completely separate to the Town Council accounts albeit we do a year end reconciliation, so we know what we are paying to charities.

I was an existing Barclays customer so credit checks wasn't a problem.

Our normal banking providers for Town Council accounts are Unity Trust – we would recommend them FYI.

2. Hayle Town Council:

We do not have a separate account currently, so this isn't an issue for us. Although we may look into it.

However, the issue of credit checks is an issue and really does concern me that I, as RFO, have to be checked for a variety of contracts on behalf of the council. This includes our IT lease hire agreement, HP leases for our vehicles, Barclaycards etc. It's not like we are directors of a company but officers and I genuinely object to it but can't for the life of me find a way round it ...

**Decision**

A decision needs to be made whether to continue to operate a separate account at a cost of around £8 per month or approve for the Mayor's Charity Account to be closed and operated through the main council's current a/c and Xero accounts system with its own separate income and expenditure code.



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant

☒

Festival Fund Grant

☐

**DATE APPLICATION SUBMITTED:**

/ 3 / 2022

<b>Contact Name:</b>	BRIGETTE DIXON
<b>Position:</b>	CHAIR
<b>Organisation:</b>	TAMAR PROTECTION SOCIETY
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	CHARITY
<b>Charity/Company number (if applicable)</b>	<p>Charity No: 1080453</p> <p>Company No: 03789935</p>
<b>What geographical area does your organization cover?</b>	CORNWALL ESPECIALLY TAMAR VALLEY

How long has your organization been in existence?	1960's
---	--------

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)				
	FEB/ 2018	ELECTRICAL WORK	500-00	✓
<b>Please list the aims and objectives of your organization</b>	TO PRESERVE THE ENVIRONMENT AND HERITAGE OF THE TAMAR VALLEY AND SURROUNDING AREAS			



What are the main activities of your organization?	ENVIRONMENT, Heritage And History
--	---

	Yes / No or N/A
Are you part of a religious group?	NO
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NO
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NO
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NO
If application is from an education, health or social service establishment – is project in addition to statutory services?	NO

## 2. Your project

Project	Start Date	04 / 04 / 2022
	Finish Date	04 / 04 / 2022
	Total Cost	£ 1160-00
	Grant Applied For	£ 500-00

Project title:	REPLACEMENT OF UNSAFE FURNITURE
----------------	---------------------------------

<b>Description of project</b> (please continue on a separate sheet if necessary):	THE FURNITURE IN OUR COURTYARD CAFE IS VERY OLD AND NOW IN SOME CASES UNSAFE FOR USE, WE HAVE MANAGED TO REPLACE SOME BUT THE REST NEEDS TO BE DISPOSED OF
<b>Where will the project/activity take place?</b>	MARY NEWMANS COTTAGE 48 CULLEN ROAD SALTASH PL12 4DT

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	ALL WHO ARE VISITORS TO THE COTTAGE
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	AS EXPLAINED IN 'DESCRIPTION OF PROJECT'
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	ATTACHED REFERENCES EXPLAIN SUPPORT

How will the project be managed and how will you measure its success?	THE FURNITURE WILL ENSURE WE KEEP OUR VISITERS WHEN USING THE CAFE, THEY CAN SIT DOWN WITHOUT FALLING
Please give the timescale and key milestones for your project, including a start date and finish date.	WE AIN'T HAVE THIS FURNITURE IN PLACE BEFORE THE SUMMER 2022 WHEN MOST VISITERS USE OUR CAFE IN THE COURTYARD
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	N/A

### 3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	TO REPLACE OLD UNSAFE GARDEN FURNITURE
How will you promote STC once application and project are complete?	WEBSITE / FACEBOOK AND GENERAL WORD OF MOUTH

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
	N/A		

Please confirm the bank account your project is using is in the project's name/organization name	YES
--	-----

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓

<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	See Below ✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	UP to 31/12/2024 ✓
<b>Copies of any letters of support for your project</b>	2 ✓
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	See Below
<b>Other</b> (please list)	AS PREVIOUSLY STATED. IN PARA ③ "How will PAY FOR PROJECT"

If any of the above documents have not been enclosed, please give reasons why in the box below:

M, A. A BEING SENT DIRECTLY TO  
You BY E. MAIL  
Now enclosed

## 5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>	BRIGETTE DIXON		
<b>Position(s):</b>	CHAIR		
<b>Date:</b>	29 / 3 / 2022		

Registr

AMENDED

The Companies Acts 1985 to 1989

A COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL

MEMORANDUM & ARTICLES OF ASSOCIATION

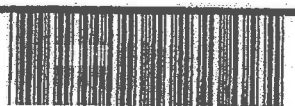
of

TAMAR PROTECTION SOCIETY

Pothecary & Barratt  
White Horse Court  
North Street  
Bishops Stortford  
Herts CM23 2LD

A:\TAM031.CS

13.4.99



A03  
COMPANIES HOUSE  
Page 35

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25/03/00

AMENDED

The Companies Acts 1985 to 1989

COMPANY NOT FOR PROFIT AND LIMITED BY GUARANTEE

MEMORANDUM OF ASSOCIATION

of

TAMAR PROTECTION SOCIETY

1. The name of the Society is "Tamar Protection Society".
2. The Registered Office of the Society will be situate in England.
- 3.1. The area with which the Society is concerned is the tidal waters of the River Tamar, its tributaries, estuaries and creeks together with the surrounding countryside ("the Area of Benefit").
- ① 3.2. The objects for which the Society is established are to improve protect and preserve for the benefit of the public the countryside and its ecology and the country towns and villages in the Area of Benefit.
4. The Society shall have the following powers exercisable in furtherance of its objects but not otherwise, and subject to such consents as may be required by law, namely:-
  - 4.1.1 To take over the aims, objectives, activities and obligations of the unincorporated Society called The Tamar Protection Society.



- 4.1.2 To establish or to secure the establishment of one or more premises as a museum and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of any such museum for activities promoted by the Society and its constituent bodies in the furtherance of the above objects.
- 4.2.1. Promote co-operation between voluntary organisations, government departments, statutory authorities and individuals.
- 4.2.2. Bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals.
- 4.3.1. Act as a means of procuring, as well as furnishing, advice or information upon matters affecting any of the objects.
- 4.3.2. Arrange and provide for, or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses and other similar activities.
- 4.4. Arouse, stimulate and educate public opinion for the purpose of the promotion of any of the objects.
- 4.5. Make such representations as from time to time appear appropriate or necessary for the promotion of any of the objects.
- 4.6. To purchase, take on lease or in exchange hire or otherwise acquire and hold any real or personal property and any rights or privileges which the Society may think necessary or convenient for the purposes of the Society, and in particular any lands, buildings or works, and to construct, maintain and alter any buildings or works necessary or convenient for the purposes of the Society.
- 4.7. To draw, make, accept, indorse, discount, execute, and issue promissory notes, bills

of exchange and other negotiable or transferable instruments and to operate bank accounts.

4.8. Subject to such consents as may be required by law to sell, let, mortgage, dispose or turn to account, all or any of the property or assets of the Society.

4.9. To equip any buildings upon any land held by or belonging to the Society, of any estate or interest, with all proper and necessary fixtures, furniture, fittings, apparatus, appliances, conveniences and accommodation necessary for the purposes of the Society.

4.10. To take such steps by personal or written appeals, public meetings, exhibitions, lectures or otherwise as may from time to time be expedient for the purpose of procuring contributions to the funds of the Society, in the shape of donations, annual subscriptions or otherwise.

4.11. To print and publish any periodicals, books, leaflets, newspapers, news letters or publications expedient for furthering any of the objects of the Society and to manufacture, buy, sell, supply and deal in goods of all kinds in connection with the work of the Society provided that the Society shall not undertake any permanent trading activities in raising funds for its charitable objects.

4.12. To undertake and execute any trusts which may lawfully be undertaken by the Society and which may be conducive to any of its objects and to take and accept any gift of money, property or other assets, whether subject to any special trust or not for any or all of the objects of the Society and to act as a trustee thereof

4.13. To make any charitable donation either in cash or assets for the furtherance of any one or more of the objects of the Society and to establish and support any charitable association or body and to subscribe or guarantee money for charitable purposes

calculated to further the objects of the Society.



4.14. Subject to such consents as may be required by law to borrow or raise money for the purposes of the Society on such terms and on such security as may be thought fit.

4.15. To invest the moneys of the Society not immediately required for its purposes, in or upon such investments, securities or property as may be thought fit, and subject as hereinafter provided.

4.16. To employ as a professional investment manager any person who is entitled to carry on investment business under the provisions of the Financial Services Act 1986 (as amended or re-enacted) and to delegate to any such manager ("the Investment Manager") the exercise of all or any of its powers or investment or such terms and at such reasonable remuneration as the Committee think fit but subject always to the following conditions:-

4.16.1. The delegated powers shall be exercisable only within clear policy guidelines drawn up in advance by the Committee and within the powers of investment conferred hereby;

4.16.2. Every transaction carried out by the Investment Manager under delegated powers shall be reported to the Chairman or other designated member of the Committee within fourteen days;

4.16.3. The Investment Manager shall report at regular intervals upon the current state, past performance and future prospects of the investments of the Society; and

4.16.4. The Committee shall be entitled at any time, and without notice, to review revoke or alter the terms of the delegation of its powers.

4.17. To effect, maintain and be a party to such insurances as the Committee thinks fit and

in particular (but without limitation):-

- 4.17.1. To insure the Committee Members against the costs of a successful defence to a criminal prosecution brought against them as Committee Members or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or duty unless the Committee Member concerned knew that or was reckless whether the act or omission was a breach of trust or breach of duty.
- 4.17.2. To effect insurance by or on behalf of the Committee or any of them against their liability in respect of acts which are undertaken by them in the administration of the Society, or any trust thereof, either properly or in breach of trust but in the bona fide belief that they were not in breach of trust but excluding liability for wilful and individual fraud, wrong doing or wrongful omission on the part of the Committee Member who is sought to be made liable and to bear the cost of effecting and maintaining such insurance from the funds of the Society or its income;
- 4.17.3. To apply capital or income in insuring any buildings or other property to their full value.
- 4.18. To employ and pay and provide training for any person or persons, not being a Committee Member to supervise, organise and carry on the work of and advise the Society.
- 4.19. Subject to the provisions of Clause 5 to pay reasonable annual sums or premiums for or towards the provision of pensions for officers or servants for the time being of the Society or their dependents.
- 4.20. To affiliate or amalgamate with any companies, institutions, societies or associations

which are charitable at law and have objects substantially similar to those of the Society and prohibit the payment of any dividend or profit to, and the distribution of any of its assets amongst its Members at least to the same extent as such payments or distributions are prohibited in the case of Members of the Society by this Memorandum of Association.

4.21. To affiliate with the National Federation of Community Organisations and with other organisations with similar objects.

4.22. To do all such other lawful things as will further the objects of the Society.

PROVIDED ALWAYS that in case the Society shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Society shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Committee of the Society shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as the Committee would have been if no incorporation had been effected, and the incorporation of the Society shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over the Committee but they shall as regards any such property be subject jointly and separately to such control or authority as if the Society were not incorporated. In case the Society shall take or hold any property which may be subject to any trusts the Society shall deal only with or invest the same in such manner as allowed by law having regard to such trusts.

5. The income and property of the Society whencesoever derived, shall be applied solely

towards the promotion of the objects of the Society as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of of profit, to the Members of the Society.

PROVIDED THAT nothing herein shall prevent the payment, in good faith:

- 5.1. of the usual professional charges for business done by any Committee Member who is a solicitor, accountant, surveyor or other person engaged in a profession, or by any partner of his or hers, when instructed by the Charity to act in a professional capacity on its behalf: Provided that at no time shall a majority of the Committee benefit under this provision and that a Committee Member shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
- 5.2. of reasonable and proper remuneration to any officer or servant of the Society, or to any Member of the Society other than any Committee Member for any services rendered to the Society;
- 5.3. of interest at a rate not exceeding the base lending rate prescribed for the time being by a clearing bank selected by the Committee on money lent or reasonable and proper rent for premises demised or let by any Member of the Society, but so that no Committee Member of the Society shall be appointed to any salaried office of the Society or any office of the Society paid by fees, and that no remuneration of other benefit in money or money's worth shall be given by the Society to any Committee Member except:-
  - (a) repayment of out of pocket expenses;
  - (b) the payment of insurance premiums payable and policy proceeds

received in respect of any policy effected within the provisions of  
Clauses 4.16.1 and 4.16.2; and

- (c) interest at the rate aforesaid on money lent or reasonable and proper  
rent for premises demised or to the Society provided that the provision  
last aforesaid shall not apply to any company of which a Committee  
Member may be a member holding not more than a one hundredth part  
of the capital of such company, and such member shall not be bound  
to account for any share of profits he may receive in respect of any  
such payment.

6. No addition, alteration or amendment shall be made to or in the Memorandum of  
Association or any provision in the Articles of Association which is a provision which directs  
or restricts the manner in which the property of the Society may be used or applied without  
the prior written consent of the Charity Commissioners

 7. The liability of the Members is limited. 

8. Every Member of the Society undertakes to contribute to the assets of the Society, in  
the event of the same being wound up during the time that he is a Member, or within one  
year afterwards, for payment of the debts and liabilities of the Society contracted before the  
time at which he ceases to be a Member and of the costs, charges and expenses of winding  
up the same and the adjustment of the rights of the contributions amongst themselves such  
amount as may be required not exceeding £1.

9. If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but shall be given or applied towards such other charitable purpose or purposes for the benefit of the Area of benefit or transferred to some other institution or institutions having objects similar to the objects of the Society, and which shall prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Society under or by virtue of Clause 5 hereof, such charitable purpose or purposes or institution or institutions to be determined by the Members of the Society at or before the time of dissolution, or in default thereof by such Judge of the High Court of Justice as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to such provision, then to some charitable object.

10. True accounts shall be kept of the sums of money received and expended by the Association, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the Society; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Society for the time being, shall be open to the inspection of the Members. Once at least in every year the accounts of the Society shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.



Name, address

Signature

Signature and address

3

3.

TAMAR PROTECTION SOCIETY  
Charity No 1080453  
Company Registration No 3789935

**Tamar Protection Society  
Profit Loss**

**As December 2021**

**Charity No 1080453  
Company No 03789935**

<b>Ordinary Income/ Expense</b>	
<b>Income</b>	
Bank Compensation	250
Cafe sales	
Crowd Funding	1784.64
Cont Water Rate	
Cornwall Council Grants	33004
cornwall Community	
Donations for Cottage	
Donations Elliotts	86.6
Donations CS	1000
Flat at Elliotts Rent	6000.00
Grant for Elliotts	
Groundwork UK	
Grant Sita Cornwall Trust	
Members Dues	214.00
Postcard Sales	3.75
DVD Sales	
Refunds EDF	
South West Foundation	
Paranornormal	
Sale of Plants	
Sale of Books	6
Sale of Bric Brac	
Visits Cottage	
Xmas at Elliotts	
Xmas at Mary Newnmans	
<b>Total Income</b>	<b>42348.99</b>
<b>Expense</b>	
Administration	50.00
Advertising & Promotion	60.00
Cleaning	500.60
Computer/Scanner	274.80
Costumes	800.00
Catering	282.26
Devon Costin Forum	10
Donations	50.00
Exhibition/Document cases	59.64
Gardening	
Gifts	
Insurance	1874.13
Licenses & Permits	
Materials for garden	675.15
Mtls for Garden	
miscellaneous	
Postage & Delivery	124.04
Printing & Reproduction	85.31
Professional Fees	466.55

	Profit Loss
Rates/Council Tax	41.59
Rent M. N Cottage	1
Repairs	
Repairs -Elliot's	3372.99
Repairs MN	16105.74
Janitorial Exp	211.74
Repairs	
Repairs to Elliott's	
Replacements	
Services	645.97
Stationary	
Subscriptions	
South East Cornwall Museums	15.00
Utilities	
Gas & electric	1536
water	381.9
Talk Talk	610.14
Wine for Xmas	
Xmas Night	
Xmas Meal	
<b>Total Expenses</b>	<b>28234.55</b>
<b>Net Ordinary Income</b>	<b>14114.44</b>
<b>Net Income</b>	<b>14114.44</b>

**Tamar Protection Society  
Balance Sheet**

As December 2021

Tamar Protection Society  
Charity No 1080453  
Company No 03789935

**Assets**

**Current Assets**

**Current Savings**

Black Rock 11981.09

COIFF 24517.68

Current Account 6413.07

Grant A/C 3808.49

Petty Cash 110.00

**Total Current /Savings 46830.33**

**Total Current Assets 46830.33**

**Net Current Assets 46830.33**

**Total Assets less Current Liabilities 46830.33**

**Net Assets 46830.33**

**Equity**

Opening Bal Equity

Retained Earnings

Net Income 14114.44

**Total Equity 46830.33**

For the year ending 31st December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small Companies. For the year ending 31st December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small Companies.

The Members have not required the company to obtain an audit of its Accounts for the year in question. The Members have not required the company to obtain an audit of its Accounts for the year in question.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to Accounting records and the preparation of accounts. The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to Accounting records and the preparation of accounts.

These Accounts have been prepared in accordance with the provisions applicable to companies in the small companies regime. These Accounts have been prepared in accordance with the provisions applicable to companies in the small companies regime.

ON BEHALF OF THE BOARD :

Approved by the board on 26th March 2022

**Westinsure Plymouth**

Unit 18 Darklake Park  
6 Darklake View  
Estover  
Plymouth  
PL6 7FB

**Telephone** (01752) 783333**Facsimile** (01752) 776101**Email** enquiries@westinsureplymouth.co.uk18<sup>th</sup> August 2021

To Whom It May Concern,

**RE:** Tamar Protection Society**Our Reference:** 33467270

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

**Employers Liability**

---

<b>Insurer:</b>	Ansvar Insurance
<b>Policy number:</b>	CCP 2307894
<b>Cover period:</b>	22 <sup>nd</sup> August 2021 to 21 <sup>st</sup> August 2022
<b>Indemnity limit:</b>	£10,000,000

**Public and Products Liability**

---

<b>Insurer:</b>	Ansvar Insurance
<b>Policy number:</b>	CCP 2307894
<b>Cover period:</b>	22 <sup>nd</sup> August 2021 to 21 <sup>st</sup> August 2022
<b>Indemnity limit:</b>	£2,000,000

**Please Note:**

The information provided in this document provides a brief overview of covers in place at the time this was sent. The full details of the above policies, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,

*Samantha Woodmansey*

South West Brokers Limited t/a Westinsure Plymouth  
Email: s.woodmansey@westinsure.co.uk



9826 1263 8100 2276 238

**SALES INVOICE**

Tamar Protection Society

Telephone : 01209 614340

Email : cmanage@cornwall.gov.uk

22-Mar-2022  
Purchase Order :  
Payment Terms : 28 Days

Invoice Number : 8100227623  
Customer Number : 536641  
Due Date : 19-Apr-2022

Description	Net Amount	VAT Amount	Total
Insurance Rent for Mary Newmans Cottage 48 Culver Road Santash PL12 4DT for the year commencing as per invoice date	£250.00	£0.00	£250.00
<b>Tax Summary</b>			
GB EXEMPT £250.00 0% £0.00			
£0.00			
Net Total Goods/Services			£250.00
Total VAT			£0.00
Total (GBP)			£250.00

✓ PLEASE SEE ATTACHMENT

PAID BY DEBIT CARD ne 1 A/c

£250.00

1/3/2022

ne 1

745797

## Branch details

Launceston (D) Branch  
14 Westgate Street  
Launceston  
Cornwall  
PL15 7AG

I39300/00699124/I 521042/00370



MRS B DIXON

## Summary

29 Jan 2022 to 28 Feb 2022  
Sheet 472

Previous balance	6,052.60
Withdrawn	506.56
Paid in	5,834.00
New balance	11,380.04

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

If you have changed your address or telephone number, please let us know

For Bank use

Account Number

Branch sort code

National Westminster B.....

TAMAR PROTECTION SOCIETY

BIC NWBK GB 2L

IBAN GB93 NWBK 5210 4214 6374 48

Date	Details	Withdrawn	Paid in	Balance
29 Jan 2022	BROUGHT FORWARD			6,052.60
1 Feb	Direct Debit PENNON WATER SRVCS 1254069901	13.00		6,039.60
4 Feb	Automated Credit CORNWALL COUNCIL 800016690		2,667.00	8,640.38
9 Feb	Cheque 001700	66.22		8,574.16
	Automated Credit MR KYLE 27/29 LOWER FORE FP 09/02/22 0051 000000000105353476		500.00	8,960.38
16 Feb	Cheque 001699	180.00		8,780.38
	Standing Order COIFF CHARITIES 897980002C FP 16/02/22 30 43023219176459000N	182.00		8,598.38
17 Feb	Cheque 001702	9.00		8,589.38
18 Feb	Automated Credit CORNWALL COUNCIL 800021387		2,667.00	11,256.38
28 Feb	Direct Debit TALKTALK BUSINESS 01502127/882	56.34		11,199.04

RESERVED NOTES  
Feb 2022 - Agency £6,700 - cc



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## Reference for Tamar Protection Society [Inbox](#)



To: |

25 March 2022 at 19:28

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To whom it may concern,

My name is Derek Holley of [redacted] I have been a resident of the town for 47 years I have served on Saltash Town Council, Caradon District Council and Cornwall Council ; I was Mayor of the town from 2008 to 2009. In work I was a teacher of science and I have a B.A with the Open University and an honorary B.A. degree from Worcester University.

I have been asked to give a reference for the Tamar Protection Society who are seeking a grant from Saltash Town Council.

I have known this society, which is a registered charity, since its inception. It has a very successful record of maintaining a watching brief over the heritage of the countryside and villages of the River Tamar and an exceptional record of preserving and enhancing two properties in Saltash, Elliott's Shop and Mary Newmans Cottage.

The society is well managed and has an active and competent board of trustees. The society is seeking grant funding to replace old and now condemned outdoor cafe furniture at Mary Newmans Cottage : this furniture is important in that the small profit from cafe sales enables ongoing funding for maintenance and repairs to the cottage.

I fully support this application and I commend it to the Council as being worthy for grant funding.

Kind regards

Derek Holley

Dictated to my iPad - apologies for oddities

### Quick Reply

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25/03/2022, 21:54

29 March 22

To Whom it may Concern

**Garden Furniture at Mary Newman's Cottage**

As a resident of Saltash my friends and I often visited Mary Newman's cottage (before Covid) to partake of a cup of tea and visit the gardens which have a lovely view of the river. The current furniture was looking rather shabby and in need of replacement.

Now the Covid rules have relaxed we are looking forward to visiting the cottage which is such an integral part of the history of Saltash. I therefore hope you are able to approve this grant request.

Yours faithfully

Olive Cummins (Mrs)



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

07 APR 2022

**DATE APPLICATION SUBMITTED:**

31 MARCH 2022

Contact Name:	MIKE ROBINS
Position:	CADET PRINCIPAL
Organisation:	SALTASH SAILING CLUB
Contact Address:	TAMAR STREET SALTASH PL12 4EL
Telephone Number:	01752 845988
E-mail:	enquiries@saltashsailingclub.org.co.uk
Status of Organization:	COMMUNITY SPORTS CLUB / TRAINING CENTRE
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	SALTASH + ENVIRONS

How long has your organization been in existence?	CLUB 1898 CADETS 1970!
---	---------------------------

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ?  (Please list – continue on a separate sheet if necessary)	2018	SALS & GVERS	£993	Y.
Please list the aims and objectives of your organization	To provide a safe, fun and accessible place for children between 11 and 18 to learn to sail.			

What are the main activities of your organization?	PROVIDING RYA REGISTERED TRAINING TO ALLOWING FOR: • DINGHY SAILING • KEELBOAT SAILING • SEAMANSHIP SKILLS • RACE TRAINING • ACCESS TO YACHT SAILING AND RACING
--	---

	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NA
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NA
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NA
If application is from an education, health or social service establishment – is project in addition to statutory services?	NA

## 2. Your project

Project	Start Date	22 / 4 / 22
	Finish Date	22 / 5 / 22
	Total Cost	£ 1264.38
	Grant Applied For	£ 1000.00

Project title:	SAILING DINGHY TROUBLES.
----------------	--------------------------

<b>Description of project</b> (please continue on a separate sheet if necessary):	THE LOCKDOWN HALT TO SAILING TOOK ITS TOLL ON ALL OUR EQUIPMENT AND PARTICULARLY THE STEEL TROLLIES AS A RESULT, AGE AND RUST HAVE MADE THE TROLLIES FOR OUR TWO LARGEST DINGHIES UNSAFE AND UNUSABLE. THE PROJECT IS TO REPLACE THEM
<b>Where will the project/activity take place?</b>	SALTAH SAILING CLUB

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	WE HAVE 50 CADETS, ALL OF WHOM BENEFIT FROM ACCESS TO THESE BOATS
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	I HAVE BROKEN TROLLIES - PICTURES CAN BE SUPPLIED IF NEEDED
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	I HAVE A SMALL AMOUNT OF DONATIONS (£50) AND THE MAIN SAILING CLUB HAS AGREED TO <del>MAN</del> FUND THE OUTSTANDING AMOUNT, SUBJECT TO THE GRANT.

How will the project be managed and how will you measure its success?	I WILL ENSURE THE CORRECT REPLACEMENT TROLLEYS ARE ORDERED AT THE APPROPRIATE TIME. ONLINE PRICING IS INCLUDED. (DOC1)
Please give the timescale and key milestones for your project, including a start date and finish date.	4-6 WEEKS FROM GRANT
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	THE CADET SECTION IS RUN UNDER RYA REQUIREMENTS. THIS INCLUDES A FULL SAFEGUARDING POLICY, INCLUDING DBS CHECKS, A SAFEGUARDING OFFICER AND ALL INSTRUCTORS HAVE MANDATORY SAFEGUARD TRAINING. POLICY ATTACHED.

Doc 2.

### 3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	2 x RS FEVA TROLLEYS. 2 x RS VISION TROLLEYS
How will you promote STC once application and project are complete?	<del>PREVIOUSLY</del> THE TROLLEYS CANNOT PRACTICALLY BE BRANDED AS WE HAVE SALS, BUT THE GRANT IS EXTENSIVELY PUBLICISED AMONGST MEMBERS

AND CLUB OFFICERS.

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
SALTASH SAILING CLUB	£214.38	✓	✓
DONATION (FOR AGE FETE)	£50	✓	✓

Please confirm the bank account your project is using is in the project's name/organization name	Yes
--	-----

SALTASH SAILING CLUB

#### 4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	CADET ACCOUNTS. Doc 3
Copies of all relevant Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓ Doc 4



<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)</b>	—
<b>A copy of your organization's latest set of accounting statements (if any exist)</b>	✓
<b>Copies of any letters of support for your project</b>	—
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	
<b>Other (please list)</b> 2018 FUNDING SUPPORTED NEW SAILS AND COVINGS.	

If any of the above documents have not been enclosed, please give reasons why in the box below:

--

## 5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>		
<b>Print Name(s):</b>	M. ROBINS	
<b>Position(s):</b>	CADET PRINCIPAL	
<b>Date:</b>	4 APRIL 2012	

# SALTASH SAILING CLUB

ESTABLISHED 1898



Waterside, SALTASH. Cornwall, PL12 4EL.

Tel: 01752 845988. Fax: 01752 848166

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Email: [enquiries@saltashsailingclub.co.uk](mailto:enquiries@saltashsailingclub.co.uk)



## Renewal Schedule

Policyholder:	Saltash Sailing Club,
Period of Cover	01/04/2022 to 31/03/2023
Long Term Undertaking Expiry	31/03/2024

Premises Address	Waterside, Saltash, Cornwall, PL12 4EL, United Kingdom
Business Description	RYA Sailing Club

Sections Available	Insured/Not Insured
Section One – Property All Risks	Insured
Section Two – Business Interruption	Insured
Section Three – Loss of Licence	Insured
Section Four – Deterioration of Stock	Not Insured
Section Five – Cups, Trophies & Specified Items All Risks	Insured
Section Six – Loss of Money	Insured
Section Seven – Employers Liability	Insured
Section Eight – Public & Products Liability	Insured
Section Nine – Fidelity Guarantee	Not Insured
Section Ten – Personal Accident	Insured
Section Eleven – Boats	Insured

Premium	£6,727.01
Insurance Premium Tax (IPT) @ 12.0 %	£807.25
Total Premium Including IPT	£7,534.26

**Section One – Property All Risks****Insured****Buildings**

Clubhouse	£324,000
Outbuildings	£2,000
Building (New Site)	£90,000
Slipways/ Jetty	£5,000
Pontoon	£40,000
Flag Pole	Not Insured
Tenants Improvements	Not Insured
Marquee	Not Insured

**Computers**

Computers - Dell Projector @ £700, Korsair Desktop Computer & Back Up Device (£550)	£2,250
Optiplex 9030 computer (£1000)	

**Contents**

Fixtures, Fittings and All Other Contents	£30,000
Lounge, Dining Room, Office, Committee Room & Changing Room	£20,000
2nd World War U-Boat Bulkhead Clock	£2,000
LG 32" LCD TV & Phillips 50" Plasma TV (iep)	£600
Toshiba 2050C Laser Printer	£2,500
Card Payment Machine	£400
Stock of Beers, Wines, Spirits & Tobacco	£3,000
General Stock	Not Insured
Consumable Goods	£300
Gaming Machines (excluding money/contents)	Not Insured
Members Effects (per member)	£250

**Antiques/Artwork**

Not Insured	Not Insured
-------------	-------------

**Excesses:**

Members Effects	£25
Storm / Tempest / Flood / Malicious Damage / Theft	£250
Plant	£25
Subsidence	£1,000
All Other Losses	£100

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections

**Section Two – Business Interruption****Insured****Loss of Revenue**

Insured

Estimated Annual Revenue

£80,000

Limit of Indemnity

£80,000

Indemnity Period

12 Months

**Additional Increased Cost of Working**

Not Insured

**Loss of Rent Payable/Receivable**

Not Insured

**Loss of Revenue (Marine)**

Not Insured

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements &amp; Exclusions applicable to All Sections

**Section Three – Loss of Licence****Insured**

Estimated Annual Revenue

£30,000

Sum Insured

£30,000

Indemnity Period

12 Months

Excess

£50

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements &amp; Exclusions applicable to All Sections

**Section Four – Deterioration of Stock****Not Insured**

Refrigerated / Frozen Contents

£0

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

**Section Five – Cups, Trophies & Specified Items All Risks****Insured**

Cover provided whilst anywhere in Great Britain, Northern Ireland, Isle of Man and Channel Islands

Phillips FRX Defibrillator including Storage Cabinet & Spares	£2,000
Dell Studio Laptop s/n 4LPGXL1 & Dell Studio Laptop s/n 25B0B4J	£750
Icom Hand Held Portable Radio s/n 0618223, Icom Fixed and Hand Held Training Radios	£450
Racing Marks/Buoys	Not Insured
3 x Laser 11 Trophies	£500
Glass Trophy	£1,000
Unspecified Cups and Trophies	£1,000
Single Article Limit, per trophy/cup	£500
Specified Item	Not Insured
Video Equipment	Not Insured
Barograph	£800
Spared Store in Cadet Hut (Masts, Sails, Oars)	£2,000
Life Jackets (8 x £70 each)	£560
5 x Horizon VHF HX210	£500
40x Buoyancy Aids	£1,400
Go Pro	£250
7 x Spray tops	£100
4 x harnesses	£80

**Excesses**

Standard Excess	£25
-----------------	-----

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections

**Section Six – Loss of Money****Insured**

On Premises whilst open	£4,000
In Safe whilst closed	£4,000
Out of Safe whilst closed	£150
In Transit	£4,000
At home of authorised official	£500
In gaming machines	£0
Non-Negotiable Monies	£100,000

Assault Extension included	5 Units
----------------------------	---------

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections

**Section Seven – Employers Liability****Insured**

Limit of Indemnity	£10,000,000
--------------------	-------------

**Estimated Wageroll**

Cleaning	£4,500
Bar/Catering	£29,500
Clerical	£13,500
Coaches and Instructors	£1,000

Cover is automatically provided for all volunteers

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections

**Section Eight – Public & Products Liability****Insured**

Territorial Limits:	United Kingdom and United Kingdom Inland & Coastal Waters
---------------------	---

Limit of Indemnity	£10,000,000
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Class:	Club
--------	------

Maximum number of Members	499
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**Extensions:**

No of Instructors providing tuition at any one time	5
---	---

Moorings Indemnity - 150 moorings

Liability in respect of Hired in Crane

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections

**Section Nine – Fidelity Guarantee****Not Insured****Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section****Section Ten – Personal Accident****Insured**

Category	Number of Persons	Temporary Total Disablement	Capital Sum Insured
Clerical/Non Clerical	6	1% per week	£20,000

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections



**Section Eleven – Boats****Insured****Cover: Material Damage**

<b>Category</b>	<b>Quantity</b>	<b>Sum Insured</b>
RS Visions inc covers trolleys and sails	2	£6,156.00
7 x RS Picos inc covers and sails	7	£5,130.00
2 x Laser 2 Dinghies inc covers and sails	1	£1,283.00
Mirror Dinghies inc covers and sails	3	£642.00
RS Topper dinghies inc covers and sails	7	£5,985.00
Mariner 30hp engine OR323651	1	£3,591.00
Launching Trollies	25	£1,710.00
Combination trolley for Mirror / Topper dinghies	1	£214.00
RS Feva Dinghies incl Covers, Trolleys & Sails	2	£6,840.00
Orkney 424 Dorey(HIN GB-ORK14536D 909)	1	£5,000.00
Orkney 424 Dinghy Hull GB-ORK14591J 910 & Orkney 424 Dinghy Hull GB-ORK14593J 910	2	£10,000.00
Mariner 30hp Outboard	1	£3,200.00
Mariner 30efi S/No 0R536059 value	1	£3,200.00
Mariner 30 EFI: OR690315	1	£3,200.00
Wayfarer Dinghies incl covers sails and road trailers	2	£1,368.00
2 x Laser 1 dinghies inc covers and sails	2	£855.00
RS Quest Sail No. 973	1	£5,280.00
RS Quest Sail No. 978	1	£5,280.00
Paignton Potter 19 Motor Boat including trailer @ £1500	1	£7,913.00
Avon Wave Rider 5.4m RIB with Honda 75hp OBM	1	£5,000.00

**Loaned/Borrowed Boat Extension****Insured**

Any vessel borrowed by, loaned to, hired by or in the custody or control of the Club, whilst being used for official club purposes subject to maximum combined value of boats on loan at any one time £20,000/any one vessel 25ft in length

**Excesses**

The following excesses apply unless an increased amount is stated above

Standard Excess	£50
Theft of Outboard Motors Excess	£100

**Marine Public Liability****Insured**

Limit of Indemnity	£10,000,000
Cruising Area:	United Kingdom and United Kingdom Inland & Coastal Waters

**Significant Conditions Precedent, Endorsements & Exclusions applicable to this Section**

Please refer to the Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections

**Terrorism Cover****Not Insured**

**Significant Conditions Precedent, Endorsements & Exclusions applicable to All Sections**

**1. Flammable Liquids and Liquid Petroleum Gases Regulations**

**13. Electrical Circuit Condition Precedent**

**17. Cash Registers Condition Precedent**

**2. Frying Condition Precedent**

**5. Fire Extinguishing Appliance - 12 Monthly Maintenance**

**It is also a Condition Precedent to Liability that:**

Two notices are placed at the head of the pontoon gangway stating 'Access for Club Members Only, Public Access is Not Permitted' and 'Gangway and Pontoons may be Slippery when Wet, Appropriate Footwear is to be worn at All Times'.

A prominent notice is displayed at the entrance to the club property stating 'Private Property No Public Access Permitted'.

The kitchen emergency exit is clearly marked to give safe access in the event of an emergency

The container at the head of the slipway is marked 'No Smoking Flammable Liquids'

**Moorings Condition Precedent**

It is a Condition Precedent to liability that the moorings are inspected annually by a suitably competent person and that a records of such inspections is maintained.

Subject otherwise to the terms, conditions and limitations contained in this policy

Issued by Arthur J. Gallagher Insurance Brokers Limited, Custom House, The Waterfront,  
Level Street, Brierley Hill, West Midlands, DY5 1XH  
Tel: 01384 822 280  
Fax: 01384 822 121

Signature 

Dated 15/03/2022

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909.

## SSC Cadets Safeguarding and Child Protection Policy

**This policy (based on the RYA Safeguarding & Child Protection Policy and Guidelines 2018) applies to all SSC Cadet officers/assistants/helpers to help safeguard everyone participating in SSC Cadets from physical, sexual or emotional harm. This is a requirement as part of our RTC and is for your protection as well as the cadets. A copy of the document can be viewed at [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)**

### **What is the difference between SAFEGUARDING and CHILD PROTECTION?**

Child Protection describes the process of protecting an individual child. Safeguarding is action taken to promote the welfare of children and protect them from harm e.g a risk assessment, following good operating procedures etc.

**The current contacts are: Mike Robins (Cadet Principal and Child Protection Co-ordinator)**

**The officers/assistants/helpers will take all reasonable steps to ensure that children participating in SSC Cadet activities do so in a safe environment. It is recognised that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.**

### **We will:**

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all Instructors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Run all training to the highest possible standards.

### **Good practice guidelines**

#### **To minimise risk:**

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car. however short the journey.
- Do not take children to your home as part of your organisation's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- If a child is having difficulty with their wetsuit or buoyancy aid, ask them to ask a friend for help or make sure you are in full view of others.

#### **You should never:**

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged or use such language yourself when with children.
- make sexually suggestive comments to a child, even in fun.
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

The designated person for any concerns or allegations, from children or adults, is the CADET PRINCIPAL who will decide on the appropriate action to be taken and ensure that confidentiality is maintained in all cases.

### **Safe recruitment**

Checks, including an enhanced DBS, will be made on anyone volunteering to assist with the Cadets. All instructors and assistants will be asked to agree to a DBS renewal when asked, preferably every 3 years. Anyone not agreeing to do so will be excluded from assisting with SSC Cadet activities and may be asked to absent themselves from the club premises on such occasions. All personal information will be treated as confidential and stored securely, only being made available to those who need it in the course of their duties or to protect cadets.

## **Parental responsibility and club liability**

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

## **Changing rooms and showers**

It is preferable for adults to stay away from the changing rooms while there are children there but at SSC it is very difficult in practice so extra vigilance may be required. However, bullying etc. can be an issue here and a balance should be struck depending on the situation. In general, it is better if one adult is not alone. If it is essential in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

## **First aid and medical treatment**

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

## **Photography**

It is important to minimise the risk of anyone using images of children in an inappropriate way. There are two key principles to bear in mind:

**Before taking photos or video, written consent must be obtained from the child and their parents/carers for their images to be taken and used. At SSC this is included on the membership form.**

- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Care must be taken in the storage of and access to images.

**When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child**

- It is preferable to use a general shot showing participants on the water, or a group shot, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

The use of cameras or camera phones in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

## **Handling an allegation from a child**

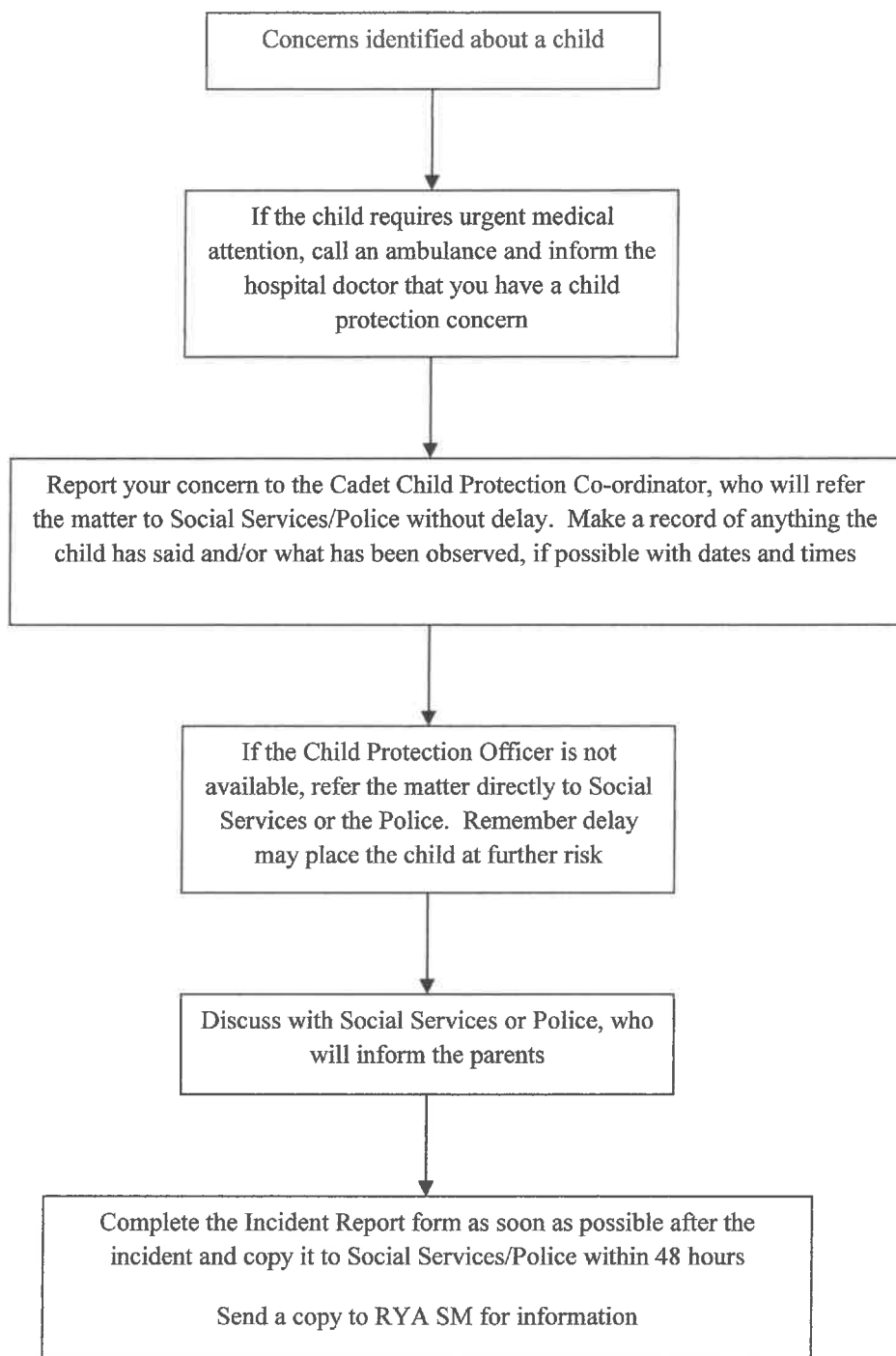
### **Always:**

- stay calm – ensure that the child is safe and feels safe.
- show and tell the child that you are taking what he/she says seriously.
- reassure that child and stress that he/she is not to blame.
- be careful about physical contact, it may not be what the child wants.
- be honest, explain that you will have to tell someone else to help stop the alleged abuse.
- make a record of what the child has said as soon as possible after the event.
- follow your organisation's child protection procedures.

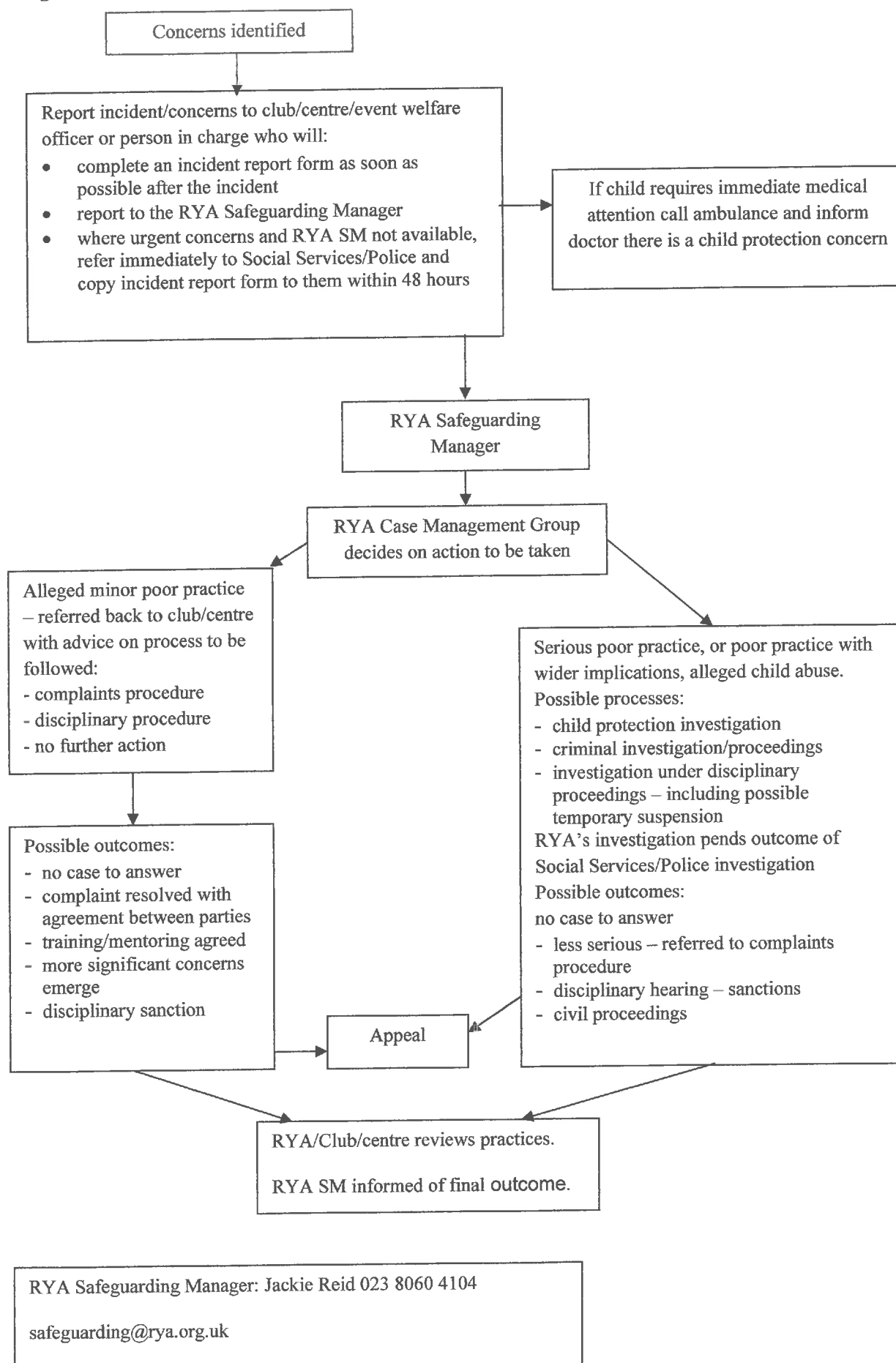
### **Never:**

- rush into actions that may be inappropriate.
- make promises you cannot keep (eg. you won't tell anyone).
- ask more questions than are necessary for you to be sure that you need to act.
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

**Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)**



**Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer or instructor working for SSC Cadets**



# Account Transactions

## Saltash Sailing Club

For the period 1 October 2020 to 30 September 2021

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
<b>Cadet Subs</b>							
8 May 2021	Receive Money	BACS	-	50.00	50.00	50.00	-
8 May 2021	Receive Money	BACS	-	50.00	100.00	50.00	-
8 May 2021	Receive Money		-	50.00	150.00	50.00	-
8 May 2021	Receive Money	BACS	-	50.00	200.00	50.00	-
8 May 2021	Receive Money	BACS	-	50.00	250.00	50.00	-
10 May 2021	Receive Money	BACS	-	100.00	350.00	100.00	-
11 May 2021	Receive Money	BACS	-	50.00	400.00	50.00	-
13 May 2021	Receive Money	BACS	-	50.00	450.00	50.00	-
13 May 2021	Receive Money	BACS	-	100.00	550.00	100.00	-
14 May 2021	Receive Money	BACS	-	50.00	600.00	50.00	-
14 May 2021	Receive Money	BACS	-	100.00	700.00	100.00	-
14 May 2021	Receive Money	BACS	-	100.00	800.00	100.00	-
20 May 2021	Receive Money	BACS	-	100.00	900.00	100.00	-
28 May 2021	Receive Money	BACS	-	50.00	950.00	50.00	-
28 May 2021	Receive Money	BACS	-	50.00	1,000.00	50.00	-
28 May 2021	Receive Money	BACS	-	50.00	1,050.00	50.00	-
29 May 2021	Receive Money	BACS	-	50.00	1,100.00	50.00	-
9 Jun 2021	Receive Money	BACS	-	50.00	1,150.00	50.00	-
9 Jul 2021	Receive Money	BACS	-	50.00	1,200.00	50.00	-
12 Jul 2021	Receive Money	BACS	-	50.00	1,250.00	50.00	-
14 Jul 2021	Receive Money		-	250.00	1,500.00	250.00	-
5 Aug 2021	Receive Money	BACS	-	50.00	1,550.00	50.00	-
26 Aug 2021	Receive Money	Cash banked	-	50.00	1,600.00	50.00	-
27 Aug 2021	Receive Money		-	100.00	1,700.00	100.00	-
10 Sep 2021	Receive Money	BACS	-	50.00	1,750.00	50.00	-
10 Sep 2021	Receive Money	BACS	-	50.00	1,800.00	50.00	-
16 Sep 2021	Receive Money	BACS	-	50.00	1,850.00	50.00	-
<b>Total Cadet Subs</b>			-	<b>1,850.00</b>	<b>1,850.00</b>	<b>1,850.00</b>	-
<b>Cadets Costs</b>							
29 Sep 2021	Spend Money	BACS	286.46	-	286.46	343.75	57.29
<b>Total Cadets Costs</b>			<b>286.46</b>	-	<b>286.46</b>	<b>343.75</b>	<b>57.29</b>
<b>Total</b>			<b>286.46</b>	<b>1,850.00</b>	<b>(1,563.54)</b>	<b>2,193.75</b>	<b>57.29</b>

# Account Transactions

## Saltash Sailing Club

For the period 1 October 2021 to 30 September 2022

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
<b>Cadet Subs</b>							
31 Oct 2021	Receive Money		-	5.00	5.00	5.00	-
27 Nov 2021	Receive Money	BACS	-	20.00	25.00	20.00	-
4 Mar 2022	Receive Money		-	20.00	45.00	20.00	-
7 Mar 2022	Receive Money	BACS	-	55.00	100.00	55.00	-
30 Mar 2022	Receive Money	BACS	-	55.00	155.00	55.00	-
30 Mar 2022	Receive Money		-	55.00	210.00	55.00	-
30 Mar 2022	Receive Money		-	55.00	265.00	55.00	-
31 Mar 2022	Receive Money	BACS	-	55.00	320.00	55.00	-
31 Mar 2022	Receive Money	BACS	-	55.00	375.00	55.00	-
31 Mar 2022	Receive Money	BACS	-	55.00	430.00	55.00	-
<b>Total Cadet Subs</b>			-	<b>430.00</b>	<b>430.00</b>	<b>430.00</b>	-
<b>Cadets Costs</b>							
11 Nov 2021	Spend Money		104.17	-	104.17	125.00	20.83
<b>Total Cadets Costs</b>			<b>104.17</b>	-	<b>104.17</b>	<b>125.00</b>	<b>20.83</b>
<b>Total</b>			<b>104.17</b>	<b>430.00</b>	<b>(325.83)</b>	<b>555.00</b>	<b>20.83</b>



Doc 1.

Home / Trailers & Trolleys / Launching Trolleys / Standard Diving Trailers / RS Feva Launching Trolley



## RS Feva Launching Trolley

£243.00

SKU: TRTRA125FEVA

Gunwhale hung trolley designed specifically for the RS Feva

Qty

1

Add to Cart

Add to Compare

MADE IN THE UK

FREE Delivery on this item  
to mainland UK, excluding Scottish Highlands

### DETAILS

Gunwhale hung trolley designed specifically for the RS Feva

A-frame galvanised steel construction. Foam tyres on non-slip castor wheels.

#### Features

- A-frame galvanised steel construction, providing long lasting care free use
- Gunwhale hung support
- 3x rubber supports at the base
- 12.5 inch puncture proof foam tyres with plastic hubs, offering corrosion resistance
- Tough front handle to make handling easier
- Supplied flat packed for easy shipping and supplied with tools and instructions (tools not included for assembly)

Adding a wide wheel and bracket to make handling the trolley easier (not saving the need of lifting the front of the trolley).

### MORE INFORMATION

#### More Information

SKU

TRTRA125FEVA



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**RATCHET STRAP 25mm WIDE, 1.5m LONG, STAINLESS STEEL**  
SKU: STRAP-25-15-SM-SS  
£74.87



**Simple jockey wheel for dinghies**  
SKU: JAW-25-SS-1  
£62.53



**25mm WIDE, 5m LONG, RATCHET STRAP 25mm WIDE, 5m LONG, STAINLESS STEEL**



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

14/04/2022

<b>Contact Name:</b>	James Jenkins
<b>Position:</b>	Chairman
<b>Organisation:</b>	Friends of Tincombe
<b>Contact Address:</b>	
<b>Telephone Number:</b>	(
<b>E-mail:</b>	
<b>Status of Organization:</b>	Not For Profit Constituted Community Group
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> <b>Company No:</b>
<b>What geographical area does your organization cover?</b>	Tincombe Park - Saltash

How long has your organization been in existence?	Since 14 <sup>th</sup> November 2020
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)	21/06/21	Tincombe Tea Party	£648	Y
<b>Please list the aims and objectives of your organization</b>	<p>To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.</p> <p>Working in collaboration with <b>Cornwall Council, CORMAC and Cornwall Wildlife Trust, Saltash Environmental Action, and Saltash Tree Wardens</b> the Friends of Tincombe aims to enhance the diverse natural environments and bringing people together as a community.</p>			

<b>What are the main activities of your organization?</b>	<ul style="list-style-type: none"> <li>• To identify, support, enhance and monitor habitats and the wildlife using them</li> <li>• To improve public access throughout the site</li> <li>• To identify and provide facilities and resources to increase safe public use and amenity</li> <li>• To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs</li> <li>• To identify opportunities for social events, including fund-raising</li> <li>• To provide for benches/flowers and wildlife attractions.</li> </ul>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	6 <sup>th</sup> August 2022
	<b>Finish Date</b>	6 <sup>th</sup> August 2022
	<b>Total Cost</b>	£1281.28
	<b>Grant Applied For</b>	£335

<b>Project title:</b>	<b>Tincombe Tea Party</b>
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>The Tincombe Tea Party will be a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green and to thank those that have volunteered over the last year at the park.</p> <p>Entry will be free. A swing-band will provide live music and a singer may attend too.</p> <p>There will be various activities for children, including a making a bug pompom competition in collaboration with Scrapstore.</p> <p>The tea and refreshment tent will be run in collaboration with 2nd Saltash Scouts, helping to embed a sense of community in the younger generation.</p> <p>We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services.</p> <p>We have asked a local historical actor to attend the event as Thomas Tincombe, to encourage awareness of the history of the site.</p>
<b>Where will the project/activity take place?</b>	<p>Tincombe Green adjacent to Tincombe Road.</p>
<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	<ul style="list-style-type: none"> <li>● The Tea Party will raise funds for the Friends of Tincombe to support community use of the area</li> <li>● The Tea Party will promote community cohesion involving Saltash Scrap Store, The Scouts and other local independent businesses.</li> <li>● It will offer the users of Tincombe the chance to meet the Friends of Tincombe committee and allow consultation about future direction of projects.</li> </ul>

	<ul style="list-style-type: none"> <li>● The Tea Party will connect and celebrate the community after the challenges of Covid.</li> <li>● Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including wildlife education and leisure facilities. This will benefit all the users of Tincombe.</li> <li>● Increasing numbers of people spend time at Tincombe since Covid. This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing.</li> <li>● The 2nd Saltash Scouts will be receiving £150 in respect of their support for the event, providing them with income to support their activities.</li> </ul>
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	<p><i>Enquiries of interest from some of the local community who attended last year.</i></p> <p><i>Comments from Local businesses who reported that they had found it a worthwhile event to attend</i></p> <p>There has been an exponential growth in the number of people following our Friends of Tincombe Facebook page, which now has over 655 members, and we have seen increased numbers of people using Tincombe over the last year.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p>
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	<p>We have used our Facebook group, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response, with plenty of offers to help.</p> <p>The 2nd Saltash Scouts will be supporting with marquees, and logistical help on the day.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p> <p>Saltash Scrapstore will be providing a trophy for the best bug pompom.</p>

<b>How will the project be managed and how will you measure its success?</b>	<p>A volunteer committee has been set up to manage the project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p> <p>After the event, we will measure the success through how many attend, as well as through comments received about the event.</p>
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	<p>The event will take place between 2pm and 6pm on 6th August 2022.</p> <p>We have already submitted an application to Cornwall Council.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently devising an event management plan.</p> <p>Our liability Insurance covers this period.</p>
<b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b>	<p>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day.</p> <p>The Child Safety Officer has a DBS check for children and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p> <p>We will provide first aid and have first aiders attending.</p>

### 3. How you will pay for your project.

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table><tr><td>Live Music</td><td>-</td><td>£120</td></tr><tr><td>Blast From the Past</td><td>-</td><td>£40</td></tr><tr><td>Trailer stage &amp; electricity</td><td>-</td><td>£75</td></tr><tr><td>Noteability Quartet Singers</td><td>-</td><td>£100</td></tr><tr><td>Cake</td><td></td><td>£120</td></tr><tr><td>Tea, coffee, sugar etc</td><td>-</td><td>£30</td></tr><tr><td>Marquee setup, provision of chairs, water urns etc.</td><td></td><td></td></tr></table>	Live Music	-	£120	Blast From the Past	-	£40	Trailer stage & electricity	-	£75	Noteability Quartet Singers	-	£100	Cake		£120	Tea, coffee, sugar etc	-	£30	Marquee setup, provision of chairs, water urns etc.		
Live Music	-	£120																				
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Noteability Quartet Singers	-	£100																				
Cake		£120																				
Tea, coffee, sugar etc	-	£30																				
Marquee setup, provision of chairs, water urns etc.																						

	and logistical support (2nd Saltash Scouts) £500 Toilet Hire £296.28  <b>GRAND TOTAL £1281.28</b> <b>TOTAL BEING APPLIED FOR FROM STC £335</b>
How will you promote STC once application and project are complete?	We will promote STC via our website, on our Facebook group and pages, and also in local newspapers where possible. We will also thank STC at the Tincombe Tea Party

**Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:**

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
2nd Saltash Scouts	350 (Discount on marquee hire and logistical support)	✓	✓
Celtic Balance	30 (Donation of tea, coffee and sugar)	✓	✓
Blast from the Past	40 (Discount on fee)	✓	✓
Private Individual	120 (Donation of cake)	✓	✓
Cornwall Council Community Chest Fund	245 – (Toilet Hire)	✓	✓
Private Individual	51.28 (Toilet Hire)	✓	✓




<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	
---	--

**4. Further information enclosed Checklist.**

	<b>Enclosed (please tick)</b>
<b>A copy of your organization's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	✓
<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	N/A

<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>		✓
<b>Other</b> (please list)		

If any of the above documents have not been enclosed, please give reasons why in the box below:

**Invoices from Quartet Singers and Saltash Trailer Stage to Follow.**

## 5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>	James Jenkins		
<b>Position(s):</b>	Chair		
<b>Date:</b>	14/04/2022		

## Friends of Tincombe

Dear Neighbour, my name is James and I represent the Friends of Tincombe. We are a new local group that have begun caring for Tincombe Park. Our aims are to enhance the natural environment here and to create more community involvement with our aims.

In August we are planning to hold a Tea Party at Tincombe Green. This will involve a children's ugly bug ball, the sunset swing band playing melodies and a few stalls along Tincombe Road.

Sadly, we are required to close a small portion of Tincombe Road between the hours of 12pm and 8pm for the safety of the children.

We do hope to meet you at this, our inaugural event on Sunday August 22nd and if you were to have any concerns about the day, please do not hesitate to contact me.

Regards,  
James Jenkins (chair)



## CERTIFICATE OF PUBLIC LIABILITY AND EVENT COVER INSURANCE

**Policy Number:** 14828949  
**Name of Policyholder:** Friends of Tintombe  
**Description of Activities:** Charity/not-for-profit organisation - Woodland Trust / Wildlife Area  
**Date of commencement of insurance policy:** 22/08/2021  
**Date of expiry of insurance policy:** 21/08/2022 expiring at Midnight  
**Limit of Indemnity:** £5,000,000

Signed on behalf of Hiscox Insurance Company Ltd

**Steve Langan**  
Managing Director, Hiscox UK and Ireland

### Notes:

- a. This insurance is subject to policy terms and conditions and any special terms notified to the insured.
- b. The certificate above shows that you are insured with an authorised insurer.
- c. The certificate (or any copy) must only be displayed whilst the policy remains active and within the policy period above.

### About the insurer:

<b>Insurer</b>	Hiscox Insurance Company Ltd
<b>Company registration</b>	Registered in England number 70234
<b>Registered address</b>	1 Great St Helen's, London EC3A 6HX
<b>Status</b>	Hiscox Insurance Company Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Account balance			
Date	Amount	From	Description
01/01/2022	£ 717.18		Opening balance from 2021
21/02/2022	£ 10.00	K Moore	Stall TTP
21/02/2022	£ 10.00	S Hookway	Stall TTP
23/02/2022	-£ 60.00	Jenene Williams	Noticeboard - Bramble Path
23/02/2022	-£ 248.09	Jenene Williams	Portaloo reimbursement
07/03/2022	£ 10.00	C Frazer	Stall TTP
21/03/2022	£ 245.00	Community Chest	Portaloo hire donation
04/04/2022	£ 10.00	S Standlick	Stall TTP
07/04/2022	-£ 24.00	James Jenkins	Post for noticeboard reimbursement
07/04/2022	-£ 135.86	Jason Pearce	Oaklands Bench installation
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ 534.23		

Date	Invoice Number	To/From	Paid In	Paid Out	Balance	Payment Received/Sent
04/06/2021	IG002234	Corseiv	£ -	£ 108.00	-£ 108.00	Road Closure Course
19/06/2021	N/A	Saltash Environmental Action	£ -	£ 100.00	-£ 208.00	Band
22/06/2021	220821	Jenene Williams	£ 170.00	£ 170.00	-£ 208.00	Cake Donation
11/07/2021	Deposit Portaloo	J Jenkins	£ -	£ 66.00	-£ 274.00	
25/07/2021	Pitch 1 (2 on invoice)	Justine Tippet	£ -	£ -	-£ 274.00	Cancelled
25/07/2021	Pitch 10	Luisa George	£ -	£ -	-£ 274.00	Cancelled
25/07/2021	Pitch 11	Saltash Environmental Action	£ 10.00	£ -	-£ 264.00	05/08/2021
25/07/2021	Pitch 12	Celtic Balance	£ 10.00	£ -	-£ 254.00	26/07/2021
25/07/2021	Pitch 2	Hannah's Fund	£ 10.00	£ -	-£ 244.00	27/07/2021
25/07/2021	Pitch 3	Marian Gammage	£ 10.00	£ -	-£ 234.00	28/07/2021
25/07/2021	Pitch 4 (3 on invoice)	Michaela Hunt	£ 10.00	£ -	-£ 224.00	16/08/2021
25/07/2021	Pitch 5	Saltash RBL	£ -	£ -	-£ 224.00	Cancelled
25/07/2021	Pitch 6	Bridge View Quilters	£ 10.00	£ -	-£ 214.00	05/08/2021
25/07/2021	Pitch 7	Kerenza Moore	£ 10.00	£ -	-£ 204.00	05/08/2021
25/07/2021	Pitch 8	Claire Fisher	£ 10.00	£ -	-£ 194.00	26/07/2021
25/07/2021	Pitch 9	Lousie Lovegrove	£ 10.00	£ -	-£ 184.00	03/08/2021
26/07/2021	N/A	James Jenkins	£ 28.00	£ 28.00	-£ 184.00	Mega Phone
01/08/2021	TTP	Second Saltash Scout Group Committee	£ -	£ 150.00	-£ 334.00	
03/08/2021	8100162297	Cornwall Council - Road Closure	£ -	£ 48.00	-£ 382.00	
04/08/2021	Pitch 13	Amy Lou	£ 10.00	£ -	-£ 372.00	05/08/2021
05/08/2021	Donation	Billy Bunter	£ 100.00	£ -	-£ 272.00	
06/08/2021	Portaloos	Event Hire Solutions	£ -	£ 198.00	-£ 470.00	
14/08/2021	206-7456720-0453154	James Jenkins	£ 64.98	£ 64.98	-£ 470.00	Walkie Talkies
14/08/2021	N/A	Wolferstans LLP	£ 40.00	£ 40.00	-£ 470.00	Tea/Coffee/Sugar Milk and PPE Donation
16/08/2021	N/A	Sum Up	£ 0.98	£ -	-£ 469.02	
18/08/2021	N/A	Saltash Town Council	£ 648.00	£ -	£ 178.98	
21/08/2021	Bunting	Kimberley Dawn	£ 50.00	£ 50.00	£ 178.98	Bunting Donation
22/08/2021	361	Blast from the Past	£ -	£ 40.00	£ 138.98	
23/08/2021	N/A	Cash	£ 604.19	£ -	£ 743.17	
24/08/2021	N/A	Cash - Sum Up	£ 50.15	£ -	£ 793.32	
31/08/2021	N/A	Karen Roberts	£ -	£ 107.03	£ 686.29	Prizes
			£ 1,856.30	£ 1,170.01	£ 686.29	



## Treasurers Account Statement

Printed: 13 April 2022

**Friends of Tincombe**

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
07 Apr 22	JASON PEARCE 600000000915735711 OAKLAND BENCH 165810 10 07APR22 07:39	FPO		135.86	534.23
07 Apr 22	J JENKINS 500000000916004713 POSTS NOTICEBOARD 404015 10 07APR22 07:39	FPO		24.00	670.09
04 Apr 22	S STANDLICK TEAPARTY TABLE 500000000914263286 111051 10 03APR22 21:30	FPI	10.00		694.09
21 Mar 22	CHEQUE DEPOSIT LOYD 8 ROYAL PARAD	DEP	245.00		684.09



Date	Description	Type	In (£)	Out (£)	Balance (£)
07 Mar 22	CHRISTINE FRAZER STALL PAYMENT T F 00156391632BBJQLCW 090136 10 06MAR22 14:26	FPI	10.00		439.09
23 Feb 22	JENENE WILLIAMS 400000000898006716 PORTALOOS 560063 10 23FEB22 08:50	FPO		248.09	429.09
23 Feb 22	JENENE WILLIAMS 200000000889313773 NOTICEBOARD 560063 10 23FEB22 08:49	FPO		60.00	677.18
21 Feb 22	S HOOKWAY PITCH 4 500000000892327066 110602 10 21FEB22 07:02	FPI	10.00		737.18
21 Feb 22	K MOORE PITCH 5 500000000891945645 309603 10 20FEB22 10:22	FPI	10.00		727.18
29 Dec 21	FISHER CLAIRE FUNDING FP21360012942882 070246 10 26DEC21 13:03	FPI	25.00		717.18
29 Oct 21	GLASDON 400000000841195345 3067347 401213 10 29OCT21 10:57	FPO		946.19	692.18
29 Oct 21	JENENE WILLIAMS 200000000832502175 POSTCRETE 560063 10 29OCT21 10:55	FPO		14.95	1638.37

<b>04 Oct 21</b>	SALTASH CHAMBER OF 400000000829519505 FOT TEA PARTY 205040 10 04OCT21 10:46	FPO	50.00	1653.32
<b>20 Sep 21</b>	JENENE WILLIAMS 400000000820963958 TOOLSTATION 560063 10 18SEP21 20:11	FPO	28.96	1703.32
<b>16 Sep 21</b>	SALTASH SCRAPSTORE SCRAPSTORE BENCH 300000000818302853 309596 10 16SEP21 11:20	FPI	806.99	1732.28

Date	Description	Type	In (£)	Out (£)	Balance (£)
01 Sep 21	SALTASH ENVIRONMEN 500000000808054729 TINCOMBE TEA PARTY 089299 10 01SEP21 08:23	FPO		100.00	925.29
01 Sep 21	SECOND SALTASH GRO 100000000806479254 TINCOMBE TEA PARTY 205040 10 01SEP21 08:18	FPO		150.00	1025.29
01 Sep 21	KAREN ROBERTS 300000000811360832 PRIZES 560063 10 01SEP21 08:18	FPO		107.03	1175.29
01 Sep 21	BLAST FROM THE PAS 400000000812774878 TINCOMBE TEA FPO PARTY 309668 10 01SEP21 08:17			40.00	1282.32
31 Aug 21	CORNWALL COUNCIL	BP		48.00	1322.32
24 Aug 21	SUMUP PAYMENTS ACC PID112370-SUMUP ZJ63EV4J0L9ZQ2OWGP 041401 10 24AUG21 18:54	FPI	50.15		1370.32
23 Aug 21	500004	DEP	604.19		1320.17
18 Aug 21	SALTASH TOWN C 153-21-22TEA PARTY RP4679966234609600 205040 10 18AUG21 16:06	FPI	648.00		715.98
16 Aug 21	SUMUP PAYMENTS ACC PID111399-SUMUP 3QGOMVG619XZY2D5WR 041401 10 16AUG21 22:56	FPI	0.98		67.98

<b>16 Aug 21</b>	HUNT M BABY AND BEYOND RP4679965828367600 202621	FPI	10.00	67.00
	10 14AUG21 17:14			

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).

## Event Risk Assessment

<b>Name of Event</b>	Tincombe Tea Party	<b>Name of event organiser</b>	Friends of Tincombe
<b>Date of Event</b>	6 <sup>th</sup> August 2022	<b>Name of risk assessor</b>	James Jenkins
<b>Venue Address</b>	Tincombe Green, Saltash	<b>Date of risk assessment</b>	10 <sup>th</sup> February 2022

What are the hazards?	Who might be harmed and how?	Hazard Value	Likelihood	Risk Level	Controls and Measures
Trips	Risk to organisers and general public of injury if they trip over objects, or marquee guy ropes etc.	3	2	6	<ul style="list-style-type: none"> <li>* All cables will clearly marked with black and yellow warning tape and covered with cable covers</li> <li>* Any items not in use will not be placed on the ground, and pathways will be kept free of trip hazards</li> <li>* Site will be checked for trip hazards</li> </ul>
Medical emergencies	Risk to organisers and general public in the event of a medical incident.	4	2	8	<ul style="list-style-type: none"> <li>* Two fully trained first aiders from the 2<sup>nd</sup> Saltash Scouts will be on site throughout the event</li> <li>* Basic first aid supplies will be available, and the first aid station clearly marked</li> <li>* Public liability insurance has been bought</li> </ul>
Electricity	Risk to organisers and general public of electrical burns and injuries.	4	1	4	<ul style="list-style-type: none"> <li>* No mobile generators will be used</li> <li>* Mains supply from private houses</li> <li>* Plug sockets will not be overloaded</li> </ul>
Sun and heat exposure	Risk to organisers and general public of heatstroke or dehydration.	2	1	2	<ul style="list-style-type: none"> <li>* Tincombe has plenty of tree shade, but suncream will be available.</li> <li>* Drinking water will also be available, with water bowls provided for dogs.</li> </ul>

Vehicle movements	Risk to organisers and general public of collisions with other vehicles or pedestrians	4	2	8	<ul style="list-style-type: none"> <li>* Public are asked to walk, not drive.</li> <li>* Temporary barriers to be erected along the edge of the green near the road.</li> <li>* Public path adjacent to Tincombe Green and road will be clear at all times allowing pedestrians to continue their business.</li> </ul>
Lack of access for emergency services	Risk to organisers and general public of delay in casualty receiving first aid treatment	4	1	4	<ul style="list-style-type: none"> <li>* Clear route onto the Green to be kept for emergency vehicles</li> <li>* Fully trained first aiders from the 2<sup>nd</sup> Saltash Scouts will be in attendance to treat any casualties until emergency services arrive</li> </ul>
Emergency procedures		4	1	4	<ul style="list-style-type: none"> <li>* Marshals to be briefed on evacuation routes.</li> <li>* All marshals to be in contact by radio.</li> <li>* Marshals to be made aware of the dropped kerbs for the safe evacuation of any visiting disabled persons or families with prams</li> </ul>
Overcrowding	Risk to organisers and general public of a crush	4	1	4	<ul style="list-style-type: none"> <li>* The event is to be held outdoors, alleviating the risks associated with overcrowding</li> <li>* Maximum number of attendees has been established at just over 500. We estimate there will be no more than 250 at any one time, and will be using a clicker to track crowd numbers</li> <li>* Agreed emergency procedures will be in place</li> </ul>
Food hygiene	Risk to organisers and general public of food poisoning or allergic reaction	3	2	6	<ul style="list-style-type: none"> <li>* All food will be prepared in a careful, hygienic manner</li> <li>* Labels will be added to food identifying all ingredients</li> <li>* Any vendors to hold appropriate food and hygiene licences with insurance</li> </ul>
Gazebos, marquees and event structures	Risk of injury to organisers when putting up or taking down; risk to general public structures falling on them	4	1	4	<ul style="list-style-type: none"> <li>* Sufficient people will be on hand to put up and take down marquees etc.</li> <li>* All free-standing objects (marquees, pin boards, etc.) will be weighted down and secured.</li> </ul>
Lost Children		3	2	6	<ul style="list-style-type: none"> <li>* The information point for lost children will be clearly marked</li> <li>* A marshal with a DBS check will be designated as a Lost Child Officer to be with the child until he/she is reunited with their parent or guardian</li> <li>* Visitors will be asked to supervise their own children</li> </ul>
Local Concerns and objections		2	1	2	<ul style="list-style-type: none"> <li>* All organising committee members live adjacent to the park.</li> </ul>

					<ul style="list-style-type: none"> <li>* Residents have been advised of the event via Facebook, flyers and face to face, and will be kept up to date</li> <li>* The event will finish at 6pm, with no noise occurring after 8pm</li> <li>* The event will lead to an increased number of people on the site, but these will all be local families</li> <li>* The live music will be a swing band, with fairly low noise decibel levels</li> </ul>
Waste Management		1	2	2	<ul style="list-style-type: none"> <li>* Marshals will be encouraging people to take their rubbish home and develop 'Better Habits for the Habitat'</li> <li>* A final litter pick will be carried out between 7pm and 8pm to ensure the site is clean</li> </ul>
Inexperience of organisers		2	1	2	<ul style="list-style-type: none"> <li>* This is the second event for Friends of Tintcombe and once again the organisers have reached out to experienced event organisers to ensure that risks are being mitigated.</li> <li>* The Organising Committee comprises a member of 2<sup>nd</sup> Saltash Scouts, a member of Saltash Environmental Action, a member of a school PTA, a Cornwall Councillor and a qualified youthworker, who all have excellent experience in organising events and working within the community</li> </ul>
Control of substances					Washing up liquid will be kept out of reach of children

Risk Rating		
Hazard ( <i>Severity</i> )	Value	Risk ( <i>Likelihood</i> )
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

**Hazard Value x Risk Value = Risk Level**

Risk Level	
1 – 4	Low Risk (acceptable )
5 – 15	Medium Risk (acceptable with adequate measures in place)
16 - 25	High Risk (action must be prioritised to reduce risk to acceptable level)



INVOICE #06082022

# Gino's Cakes & Bakes

1st April 2022

## BILL TO

Friends of Tincombe

## FOR

Donation of time for making cakes. 150 cupcakes & 3 large 8" 3 tier cakes.

DESCRIPTION	AMOUNT
Cakes x 2 8 inch 3 layer	£40.00
Cupcakes x 150	£85.00
SUBTOTAL	£125.00
VAT	0.00%
OTHER -	£125.00
TOTAL	£0.00

Thank you for your business.



# Brandon Hire Station

The UK's Tool and Equipment Hire Specialist

**Head Office:** Brandon Hire Station, 72-75 Feeder Road, St. Phillips, Bristol, BS2 0TQ.  
**T:** 01179 719 119 **E:** customercare@brandonhirestation.com  
**National Hire Desk** 0370 99 00 999

**Order Depot:**  
 National Customer Service Centre  
 Unit 8  
 Warren Road  
 Trafford Park  
 Manchester  
 M17 1QR

## Hire Order

Order No : 400400279  
 Date : 01/03/2022  
 Your Ref : 00g1v6ms  
 Our Ref :  
 Damage Waiver : 15.00%  
 Page : 1 of 1

Jenene Williams

Account: Z735902

Item	Description	Quantity	Unit	Price	Period	Total	VAT
<b>Order 400400279/1 Start of hire Saturday 06/08/22 to Monday 08/08/22(2 days)</b>							
Despatch From: 535 Brandon Hire Station Saltash Date 06/08/2022							
310392	Event Portable Toilet	2	Each(F)	85.61	Week	171.22	S
TRTOOLSDEL	Transport Charges	1	Each	50.00	Each	50.00	S
							<b>Cash Summary</b>
						Hire Amount	171.22
						Damage Waiver	25.68
						Loss Charge	0.00
						Damage Charge	0.00
						Consumables/Service	0.00
						Delivery/Collection	50.00
						VAT	49.38
						Deposit	0.00
						<b>Total Charges</b>	296.28
						Previously Paid	296.28
						This Payment	0.00
						Refunds	0.00
						Invoiced To Date	0.00
						<b>Balance</b>	0.00
<b>VAT</b>	<b>Description</b>	<b>Goods</b>	<b>Rate</b>	<b>VAT</b>			
S	Standard	246.90	20.00	49.38			

**SUNSET SWING BAND**

**Dance & Concert Band from the Swing Era**

INVOICE

To: Friends of Tintcombe

Event: Tintcombe Tea Party 6th August 2022 at Tintcombe Green, Saltash

Play 2x 45 minute sets between 2 and 4 pm, consisting of swing and dance music plus other items to be requested

We understand that town trailer, marquee with chairs, and mains electricity will be provided

The sum of £120 payable on completion

Adrian White

Treasurer, Sunset Swing

16<sup>th</sup> February 2022



# Blast from the Past Invoice

To Cornwall County Council

Date: 6/08/22

Appearance as Thomas Tingcombe

Please pay Blast From the Past the sum of £ 40.00

Many thanks

Company: Blast From the Past [www.blastfromthepast.co.uk](http://www.blastfromthepast.co.uk)

Invoice Number 435

Not VAT Registered

**Blast From the Past**

# Tincombe Park

Saltash Community Space

[Home](#) [Maps](#) [Gallery](#) [News](#) [Friends](#) [Contact](#)

## Tincombe Tea Party 2021

To keep up with the news on Tincombe Tea Party 2022 Follow our page.

The very first Tincombe Tea Party took place on 22nd August 2021 organised by the **Friends of Tincombe**. What a great event had by all. We had **Thomas Tingcombe** ( Blast from the Past ) attend our Tea Party, the **Sunset Swing Band** to entertain us and fantastic local crafty stalls offering hand made items and craft demonstrations.

A big thank you to **Saltash Town Council** for funding this event and to all the local people who donated time, money and supplies to make the Tea Party such a success.



### Search Tincombe

Search... 

### Visitor Map



Tincombe Valley Park Map





James Jenkins

22 August 2021 · 🌐



A great afternoon today, Hope you agree?

I would like to say thank you to **Saltash Town Council** for helping to make the **Tincombe Tea Party** happen and for their donation toward the day!

Thank you to the organisation team that made this event great!

And thanks to all of you for coming!



Jay Williams, Shojiro Frank and 58 others

24 comments



Like



Comment



Ethel Cook

Absolutely loved it thank you .

Like Reply 31 w



Marissa Curtis

Thank you, we really enjoyed it!



Love Reply 31 w



Gloria Challen

Well done one and all.





**Liz Shaw**  
It was a fantastic event - thank you so much to everyone who helped to organise it and here's to many more hopefully!

Love Reply 31 w

  5



**Colleen May**  
It was a lovely afternoon, thank you everyone, for all your hard work and dedication.

Like Reply 31 w

 2



**Colleen May**



Love Reply 31 w

  3



**Gabe Scriven**  
Thank you so much ❤️

Love Reply 31 w

  3



**Steve Warrington**  
Thanks to everyone involved, It was a great afternoon, we all loved it.

Like Reply 31 w


 2




**Jane Kiely**  
Please thank Swing Band, lovely to listen to, great family event, many thanks for organising!


Like Reply 31 w

 2




**Helen Fulfit**  
It was lovely to see a community come together. The sun was out and it was a good turn out. We enjoyed it and hope it happens again x

Like Reply 31 w  2





**Sue Clark**  
**Helen Fulfit** ditto!

Like Reply 31 w





**Jean Turner**  
Well done it was a lovely afternoon hope it becomes yearly 🥰

Like Reply 31 w  2





**Ella Kotze**  
Fabulous event. Great work everyone. Thank you.

Like Reply 31 w 





**James Jenkins**  
**Ella Kotze** Thanks to you for all your hard work today. Very much appreciated.

Like Reply 31 w 





**Jackie Webb**  
Ime glad it all went well X

Like Reply 31 w 





**Lesley Dure**  
Really enjoyed it. Thank you so much for organising it. If it is going ahead for next year maybe some pamphlets or posters as a lot of people not on Facebook did not know about it. Well done though. 👍

Like Reply 31 w  2



**James Jenkins**  
**Lesley Dure** Thanks for the feedback. Yes we had little time and resources this time, but I get a feeling that we will be back next year with an even better Tea Party than this.

Like Reply 31 w  3



**Lesley Dure**  
**James Jenkins** thank you for replying.

Like Reply 31 w 







# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

**DATE APPLICATION SUBMITTED:**

13<sup>th</sup> April 2022

<b>Contact Name:</b>	Karen Lilley
<b>Position:</b>	Chair
<b>Organisation:</b>	Saltash Regatta
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organisation:</b>	Community Organisation
<b>Charity/Company number (if applicable)</b>	Charity No: Company No:
<b>What geographical area does your organisation cover?</b>	Saltash , Cornwall

<b>How long has your organisation been in existence?</b>	Over 20 years, current committee has been in place for 7 years.
--	---

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)				
	3/08/2021	Saltash Regatta	£2929.43	Yes
	11/11/2019	Saltash Regatta	£ 2985.20	Yes
	15/10/2018	Saltash Regatta	2320	Yes
	21/3/2017	Saltash Regatta	2000	Yes
	20/2/2016	Saltash Regatta	1742	Yes
<b>Please list the aims and objectives of your organisation</b>	<p>The aims of the committee are to continue to offer this two day Waterside event for free; involving a range of performers, entertainers, musicians, bands, traders and charity supporters.</p> <p>Water events will be sourced to ensure we are a Regatta as sadly, for the first year ever, the Gig Rowers are unable to match dates with our event.</p> <p>Community engagement is usually high; with all schools invited to join the children's parade. Transport to the event is provided by CEPL12.</p> <p>We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race has great interest and attracts many businesses and spectators.</p> <p>Our aim is to run the regatta in a prudent manner and we look to maintain an account credit to carry forwards each year. We intend to continue to grow in a steady manner over the coming years, with an intention to become the best riverside event in Devon and Cornwall. Our</p>			

	<p>commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.</p> <p>All our local supporters are key to this aim, and provide essential support.</p> <p>Our intention each year is to seek further regional funding to continue our growth. We raise funding from sponsors including Tesco and Waitrose. We have upgraded our stage in previous years, by hiring equipment which complements the trailer from Saltash Chamber of Commerce. The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with 'paid for' entertainers. It means entertainment will be across the whole site, not just on Waterside Green.</p>
	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	Saturday 3 <sup>rd</sup> September 2022
	<b>Finish Date</b>	Sunday 4 <sup>th</sup> September 2022
	<b>Total Cost</b>	£16,579.31
	<b>Grant Applied For</b>	£ 2943

<b>Project title:</b>	Saltash Regatta and Waterside Festival
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>This event is a free Waterside festival with water events on the Tamar. It showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Community Ambassadors and a new youth group, the Pioneers, to help with set up, management and clearing the site. This gives young people volunteering hours and can benefit their future CVs and experiences.</p> <p>We reflect the support we are given in our entire marketing, website, Facebook etc, as logos and named supporters. The over arching aim is to ensure this event continues and can try to make a small profit to carry forwards. We engage with the community in the following ways:</p> <div data-bbox="451 747 1360 1596" style="border: 1px solid black; padding: 10px;"> <ol style="list-style-type: none"> <li>1. A children's parade opens the Regatta, where all local schools, organisations, preschools, brownies, rainbows and the local Town band are invited to join this civic parade.</li> <li>2. Local shops and charities are invited to attend as traders to sell goods and raise awareness. Free pitches are offered to Saltash businesses (non food).</li> <li>3. Sponsorship is sought from local businesses.</li> <li>4. The Committee is led by volunteers, local to Saltash.</li> <li>5. The cardboard raft race attracts local competitors as a fun event.</li> <li>6. The paint party attracts children and adults to create colour and laughter.</li> <li>7. Churches Together enjoy an outdoor service on Sunday morning.</li> <li>8. Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry.</li> <li>9. Two stages are used across both days; covering the whole site, using the Saltash Chamber of Commerce trailer and a hired platform stage.</li> </ol> <p>The committee organises the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration.</p> </div>
<b>Where will the project/ activity take place?</b>	. Brunel, Jubilee and Waterside Greens

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts on local businesses and brings visitors to the area.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	It is an event that has run for over one hundred years; is well attended and attracts very positive feedback.
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)	We have had financial support from Cornwall Councillors and already secured funding from local businesses.
<b>How will the project be managed and how will you measure its success?</b>	The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings.  The success will be measured in attendance and feedback.
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	It is essential that we are fully funded by July 2022.
<b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people</b> (applicable only if your project involves working with this client group)	A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people.  This plan will be circulated to police, fire, ambulance, licencing, streetworks, and Cornwall Council Events Team.  If the events team deem it necessary it will also be sent to the Local Event Safety and Guidance Group.

### 3. How you will pay for your project.

01/2019

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Sponsorship through Waterways	2000	✓	✓
Cornwall Council	£900	✓	Verbally only
Cornwall Community Foundation	£2500	✓	
Local businesses	£2000	✓	
Stall bookings	£8000	✓	Bookings just opened

Please confirm the bank account your project is using is in the project's name/organisation name	Yes
--	-----

#### 4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	This is issued just before the event.
A letter head showing the organisation's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓



<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	✓
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	✓
<b>Other</b> (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

We always get our insurance document just before the event, attached is the quote.

## 5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the

organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>	Karen Lilley		
<b>Position(s):</b>	Saltash regatta Chair		
<b>Date:</b>	13/4/2022		

## Annual Report Saltash Regatta 2021

Saltash Regatta Committee was delighted to hold a very successful event over the sunny weekend of 4<sup>th</sup> and 5<sup>th</sup> September 2021. The event was well attended and supported, with very positive feedback from the community. The committee was thankful for the financial and practical support from Saltash Town Council and local businesses. The committee has set a date of 3<sup>rd</sup> and 4<sup>th</sup> September 2022 for this year's event. Costs increased last year and continue to do so, securing funding will be the first priority.



Saltash Regatta Committee

[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Karen Lilley  
Chairperson  
Saltash Regatta Committee

## **CONSTITUTION – SALTASH REGATTA COMMITTEE 2022**

**Name :** Saltash Regatta Committee

**Location :** Saltash Cornwall

**Objectives :** To organise and stage the annual Saltash Regatta

**Powers :** In furtherance of the objectives, but not otherwise, the management committee (Committee) may exercise the power to :

1. Raise funds and to invite and receive contributions, provided that in raising funds, the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Buy, rent or take lease or in exchange any property or assets necessary for the achievement of the objectives, and maintain or equip for use as necessary.
3. Subject to any consents required by law, the Committee may also sub-let property, and sell, loan or rent its assets to other organisations in Saltash and district.
4. Subject to any consents required by law, the Committee may borrow money and charge all or any part of the assets of the Regatta with repayment of the money so borrowed.
5. Subject to any consents required by law, the Committee may operate a lottery or draw in order to raise funds.
6. Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives, and to exchange information and advice with them.
7. Appoint and constitute such advisory committees as the Committee may think fit.
8. Do all such other lawful actions as are necessary for the achievement of the objectives.

**Membership :** Membership is open to anyone, subject to approval by the Committee. There will be no membership fees.

**Management Committee :** The Committee shall consist of at least three members, but there is no maximum limit to Committee members co-opted.

1. Meetings shall be held at least three times per year. One third of Committee members must be present to form a quorum (minimum three members).
2. The Regatta may take out and pay for indemnity insurance for the annual event, or personal indemnity on behalf of Committee members, or insurance of the assets.
3. All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected.
4. The Committee shall produce a set of annual accounts.
5. Committee Officers will include an elected Chairman, Treasurer and Secretary.

**Annual General Meeting (AGM) :** The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM. The AGM will hear reports of the years work, receive the report of the Treasurer, accept the resignation of the outgoing Committee and elect Committee members for the next year.

**Voting at AGM :** All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie, the Chairman's vote is decisive.

**Special General Meeting (SGM)** : The Chairman may call a SGM to resolve a serious problem or if it is proposed to change the Constitution. 14 days public notice of a SGM must be given.

**Amendment** : The Constitution may be amended by a majority vote at the AGM or SGM.

**Assets and Property** : These are the responsibility of the Committee at all times, and a Register should be maintained.

**Income and Expenditure** : This is the responsibility of the Treasurer and Committee. Proper accounts shall be kept and made available to members at the AGM. Accounts shall be audited annually according to law by a qualified person who is not a member. The accounting year shall be from each September.

**Bank Account** : An account shall be opened in the name of the Regatta and the signatures of at least two Committee members will be needed for cheques to be drawn on the account.

**Dissolution** : The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other remaining assets shall be distributed to other local charities or to Saltash Town Council in respect of assets acquired with grants.

Chair – Karen Lilley

Treasurer – Sarah Martin

Secretary – Richard Bickford



## Transactions

### COMMUNITY

Available balance	<b>£3,456.43</b>
Last night's balance	£3,456.43
Overdraft limit	<b>£0.00</b>

Showing 1 transaction between **09/03/2022** and **09/03/2022** from 01/02/2022 to 31/03/2022

Date	Description	Money in	Money out	Balance
09/03/2022	Bill Payment CORNWALL WASTE SOL WASTE BBP		-£606.82	£3,456.43

[Need to view older transactions?](#)

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk).

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

# Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue button**.

To edit your information please press the [back](#) button, change your details and re-submit.

[Go Back](#)

Total Payable (Single Period Policy)		£703.43
Insurance Provider		Covéa Insurance
The premiums shown are based on current rates and are valid for this quote only.		
Turnover	Max. £30,000	
Number of Visitors	10000	
Public Liability (compulsory)	£5,000,000	
Employers Liability (optional)	£10,000,000	
Number of Employees	10	
Property Cover (optional)	£5,000	
Single Article Limit	£4,000	
Cancellation (optional)	Not Available	
Marquee - Property Damage (optional)	Not Required	
Public Liability Excess	£250.00	This excess is not applicable to the Public Liability personal injury section.
Employers Liability Excess	N/A	This excess is not applicable to the Employees Liability section.
Property Excess	£250.00	
Money Excess		
Stock Excess		
Gazebo Excess	£500.00	This excess is not applicable to the Public Liability personal injury section.
Exclude - Water Based Activities	Excludes any water based activity	
Gap in Reimbursements	In respect of Section 1: Public Liability	

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Liability

If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.

The Policy Excess is increased to £500 in respect of damage caused by a Gazebo



The above amount includes:



Insurance Premium Tax (IPT)	£74.30
Policy Fee	£10.00

Start Date of Event: 02/09/2022

End Date of Event: 05/09/2022

 Please confirm you have read the following documents:

  Not Confirmed  
Terms and Conditions

  Not Confirmed  
Policy Documentation

  Not Confirmed  
Policy Summary

  Not Confirmed  
Insurance Act

  Not Confirmed  
Notice to Policyholder

Continue >

INCOME					EXPENDITURE					
Date	Amount paid	Description	Type		Date	Amount	Description	Type		
03/08/21	£2,929.43	Saltash Town Council Festival Fund	Grant		07/09/21	£2,232.77	Management (inc staffing)	Hire and Services		
06/09/21	£4,999.44	Stalls (Diverse Events)	Stalls			£2,000.00	Management	Hire and Services		
28/07/21	£350.00	Crowdfunder	Sponsorship / Fundraising		01/09/21	£561.60	Waterside Green Sound	Hire and Services		
28/07/21	£1,000.00	Sand donation - Waterways	Sponsorship / Fundraising		21/09/21	£75.00	Staging (Chamber of Commerce)	Entertainment		
13/10/21	£195.00	Raffle - Cash (after prizes given)	Entertainment		03/08/21	£850.00	Jubilee Green Staging	Entertainment		
05/09/21	£1,000.00	Shelley's cash donation (paying bands/PA/Sam, etc)	Sponsorship / Fundraising		02/09/21	£901.38	Jubilee Green Sound	Hire and Services		
13/10/21	£100.00	Ambers Angels (Averil) - Cash	Sponsorship / Fundraising		20/08/21	£703.43	Insurance	Insurance & Licences		
06/09/21	£250.00	Spinnaker - Raffle 1st Prize	Entertainment		03/08/21	£1,094.40	Medical - Coast Medical	Hire and Services		
17/09/21	£200.00	Carlton Plastics - Raffle 2nd prize- cash	Entertainment		20/08/21	£200.00	Saltash Observer	Advertising		
12/09/21	£100.00	Grove Nurseries - Raffle 3rd prize	Entertainment		07/09/21	£100.00	Paint Party	Entertainment		
	£1,000.00	Cornwall Council Community Chest	Sponsorship / Fundraising		06/09/21	£834.00	Toilets	Hire and Services		
09/09/21	£757.00	Stalls (Diverse Events)	Stalls		07/09/21	£420.00	toilet servicing	Hire and Services		
	£500.00	Medical refund	Hire and Services		03/09/21	£50.00	Electric to The Union - Cash	Hire and Services		
05/09/21	£150.00	yertis donation	Sponsorship / Fundraising		17/08/21	£615.60	Sand	Entertainment		
					07/09/21	£577.50	Security	Entertainment		

					07/09/2021	£846.64	Bins	Hire and Services		
					20/08/21	£100.00	Premises Licence	Insurance & Licences		
					20/08/21	£16.77	3x trophies - cardboard boat race	Entertainment		
					07/09/21	£108.00	sign	Advertising		
					20/08/21	£78.00	Premises licence notice	Insurance & Licences		
					20/08/21	£31.00	Temporary Events Notice	Insurance & Licences		
					07/09/21	£150.00	Facebook adverts	Advertising		
					07/09/21	£66.00	Raffle tickets	Sponsorship / Fundraising		
					07/09/21	£20.00	Whistles	Entertainment		
					06/09/21	£100.00	Livewire	Entertainment		
					06/09/21	£100.00	Riptide	Entertainment		
					06/09/21	£100.00	Iris	Entertainment		
					06/09/21	£300.00	Sultans	Entertainment		
					13/09/21	£250.00	Saltash Town Band (Parade only)	Entertainment		
					07/09/21	£80.00	Kat Towers	Entertainment		
					06/09/21	£380.00	Billy Wiz	Entertainment		
					10/09/21	£50.00	Grace Notes	Entertainment		
					06/09/21	£100.00	Dave Gilbert	Entertainment		
					06/09/21	£180.00	Simon and John (1.5 hour set in the end)	Entertainment		
					06/09/21	£180.00	Lost Cousins	Entertainment		
					06/09/21	£200.00	Morzim	Entertainment		
					05/09/21	£200.00	The Wireless - Cash paid by Shelley	Entertainment		



**Saltash Gateway CIC**

4 Fore Street, Saltash

Cornwall PL12 6JL

Tel: 01752 848348

Web: [www.communityenterprisespl12.co.uk](http://www.communityenterprisespl12.co.uk)

Email: [hopper@communityenterprisespl12.co.uk](mailto:hopper@communityenterprisespl12.co.uk)



12/04/2022

Saltash Regatta 2022

Letter of support

To Whom It May Concern

We have been supporters of this event for many years and we shall continue to offer our full backing to the successful running of the event. We provide transport to visitors of the event and have helped to ferry the gig rowers and members of the public from various locations in Saltash, over both days. We will support in a similar way this year, following relevant guidelines and working within the capacity we can manage. Karen Lilley always talks to us about what the Regatta needs and we have already begun discussing 2022.

We fully support the event; it is great for the community and brings trade to our town at the same time.

Regards

Alan Marks

Hub & Transport Manager Community Enterprises PL12

On Thu, 27 Jan 2022 at 09:06, Selina Jolly wrote:  
Hello Aaron

Thanks for your reply - nice to hear from you again!

Sadly, we are no longer free for Stoke.

We can do Saltash May Fair, 7<sup>th</sup> and Saltash Regatta (Saturday 3<sup>rd</sup> or Sunday 4<sup>th</sup> Sept. to best suit the event - if we had a choice, we'd go for Sunday!)

Our fee would be £175 for each event so as to cover travel, parking and refreshments for the band.

I look forward to hearing from you.

Best wishes,

Selina



# Brandon Hire Station

The UK's Tool and Equipment Hire Specialist

Brandon Hire Station Plympton  
Lister Close  
Plympton  
Plymouth  
Devon  
PL7 4BA  
Tel: 01752 330320

Head Office: Brandon Hire Station, 72-75 Feeder Road, St. Phillips, Bristol, BS2 0TQ.

T: 01179 719 119 E: customercare@brandonhirestation.com

National Hire Desk 0370 99 00 999

DIVERSE EVENTS CIC

## Hire Order

Order No : 82006094  
Date : 11/02/2022  
Your Ref : Saltash Regatta  
Our Ref : chayle  
Page : 1 of 1

Account: A1105213

Item	Description	Quantity	Unit	Price	Period	Total	VAT
<b>Order 82006094/1 Start of hire Friday 02/09/22 to Monday 05/09/22(2 days)</b>							
Deliver To: DIVERSE EVENTS CIC							
Saltash Waterside							
Saltash							
pl126bn							
Despatch From: 82 Brandon Hire Station Plympton Date 02/09/2022							
150300	Mobile Fire Alarm Point	2	Each(F)	32.45	Week	51.92	S
310398	Disabled Toilet	2	Each(F)	60.50	Week	121.00	S
310392	Event Toilet	8	Each(F)	46.26	Week	370.08	S
COC	CALL OUT CHARGE	1	Each	300.00	Each	300.00	S
SERVICE	Toilet Service	11	Each	15.00	Each	165.00	S
310395	6 Bay Urinal	2	Each(F)	60.50	Week	121.00	S
TRTOOLSDEL	Transport Tools Delivery	4	Each	12.50	Each	50.00	S
Goods:				1179.00			
VAT:				235.80			
Total:				1414.80			
Total Weight:				18	Kg		

---

**Saltash Town Band at Saltash Events**

---

**Gretchen Melley**

10 April 2022 at 18:35

To: Diverse Events &lt;info@diverse-events.com&gt;

Good evening,

Apologies for the delayed response,

It would be £300 for May fair and then £300 for the regatta.

Many thanks,

Gretchen Melley

Sent from my iPhone

On 10 Apr 2022, at 15:15, Diverse Events <[info@diverse-events.com](mailto:info@diverse-events.com)> wrote:

[Quoted text hidden]



"Thank you"

to

SOWTON SOLAR FARM FUND

From

FORDE

# Forder Community Hall



In 2006 it became obvious to the village of Forder, and to the Trustees of The Forder Community and Conservation Association, FCCA, that the old scout hut, and then a chicken shed was no longer fit for purpose as a meeting place for village events. So, a group of them, led by Marianne and John Beale set about raising money to replace the old hut with a community hall. Money was raised in a variety of ways, grants were obtained and in 2008 the new community hall, an oak framed building, was erected on the site of the old hut.

Surrounding the community hall on three sides was a ramp at the rear of the hut to allow disabled access and two balconies, one at the south end and one at the north end, both giving easy entrance to the hall. The balconies and the ramp were erected using tanalised decking, but in the 13 years since the hall was erected they had suffered



from a lack of light and being close to a damp wall. They therefore needed replacing, as if left much longer, they would have become dangerous, especially to wheelchair users of the ramp at the rear.

The Trustees of the FCCA set about raising funds and were able to secure grants to allow them to seek quotations from a variety of contractors, eventually deciding to use Julian Hall. Julian started work on the removal of the old decking on 21st March 2022, immediately after the hall had been used as a polling station for the Referendum on the Neighbourhood Plan.

The aim was to remove all the timber structure and replace it with a more durable construction using cement blocks, concrete joist hangers, concrete blocks on their back between the joist hangers and sandstone coloured paving slabs with sensory warning textures on the steps. The balconies were to be replaced like for like with tanalised timber and the blockwork was to be faced with shiplap to blend with the existing building.

Four weeks later, we have a completed job. Workmanship is of the highest quality and after some “weathering”, the new timbers will fade to match the originals and we will have a quality finished job that will probably outlast the building itself.

Thanks to Saltash Town Council’s Community Fund’s generous assistance, the hall is back in full working order, safe, secure and looking very smart, hopefully for many years to come.

The pictures set out below give some idea of the work as it progressed and of the quality of the finished job.



The first day saw rapid progress as the old rotten timber was removed and piled up on the brick paving at the north end of the hall.





Further proof that the removal was taking place at a rapid pace, far faster than the new would advance when the rebuilding phase began.

The pictures above and to the right show the south end of the hall with the large double doors and large balcony now removed, which doubles as a “stage” for the village fete when announcements and prizes are given out.



A view of the initial dismantling work undertaken on the first day to the sloping access ramp at the rear. Care had to be taken in this area because cables connecting sensors to the septic tank had to be managed, as well as vents and breathers, one of which can be seen on the left hand side.







“Thank You” banners on the side of the hall.



Safety Fencing at the north end.



Information Board for passers by.

Some of the paving slabs in place and the steps constructed at the north end.







The south end showing the block and concrete hangers used to construct the deck with paving slabs laid. Note the textured slab to advise of steps.

The small and very neat working and storage space used by the builders showing some of their equipment.



A view of the south end about 10/12 days into the work, which shows the access ramp on the left which comes along behind the hall.





The rear access ramp almost complete, with breather pipe on left.



Access ramp showing concrete blocks fitted between the "hangers" prior to having the screed and the paving slabs placed on top.



More detail of "hangers", blocks and slabs.





North end showing balustrade in place but without shiplap below to cover block work.

South end with balustrade in place and the battens to take the shiplap fixed to the block work.



North end nearly complete.





## THE FINISHED JOB













*SUE HOOPER CHARITABLE FOUNDATION*

SALTASH TOWN COUNCIL

25/03/2022

**REF – TRUST PIANO AT SALTASH GUILDHALL**

Dear

Following our email exchanges with regards to Grantham Piano's report and on their findings on the Trust's piano when the estimated works were actioned.

You will be aware that we have been informed that the piano was in the end, not suitable for any of the repairs first indicated by Mr John Steuart.

We are therefore returning the grant of £700 to the Saltash Town Council (cheque enclosed).

Moreover, we have made arrangements for the piano to be viewed for information on the removal process and costs to have the piano transported from the Saltash Guildhall, as per my message to you.

McMullen Removers will be in touch with you to set this process in motion very soon I understand.

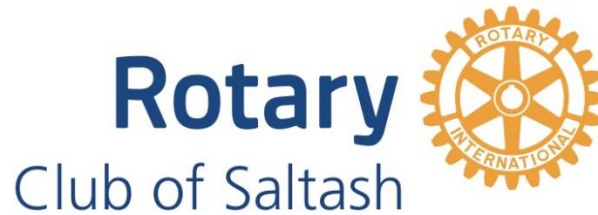
I will write a report to that effect and send it to you as soon as I have the information and process to hand from McMullen's as promised.

Thank you once again for all your kind help in this matter, and indeed to the Saltash Town Council for all the support that they have shown the Trust over many years, indeed, we are saddened that this lovely piano of 100 years old is now having to end its days as a magnificent playing instrument, that has played a significant role in musicality for the community for many years!

Yours sincerely,

Sue

**Sue Hooper – chair – Sue Hooper Charitable Foundation**



President 2021-22: Brenda Samuels

Saltash Town Council

The Guildhall

12 Lower Fore Street

Saltash

Cornwall

PL12 6JX

21 March 2022

Dear Town Clerk

Further to the letter of 6<sup>th</sup> October 2021 to our President Brenda Samuels from the Locum Town Clerk, Mr Cook, I am now able to confirm that following adoption of the kiosk by the Town Council Saltash Rotary Club has ordered the cabinet and defibrillator for the Railway Station phone box. We have been advised by the supplier that a 12 week delay is possible from our order date in early February.

I can also confirm that the weatherproof outdoor defibrillator cabinet will be a Model 4000 which meets or exceeds all of the parameters set out in the letter. The box will contain a P-C CR2 USB fully automatic defibrillator at a total cost of £1505 +vat. Thank you for the generous support of the Town Council Community Chest and I can confirm that all other costs in relation to the provision of cabinet and defibrillator will be met by the club and now that better weather has arrived work on the kiosk fabric will start shortly.

We will report completion in due course and look forward to handing the renovated kiosk and the defibrillator over as a civic amenity.

Yours sincerely

David Willcocks

Chair of Fund Raising Committee

Saltash Rotary

## **Saltash Rotary – Station Telephone Box Refurbishment – update April 2022**

The defibrillator is on order awaiting delivery.

The refurbishment of the box has started with removal of the old paint which is peeling and unsuitable for overpainting. Clean up of the glass panes that have been removed has also started.

## DRAFT Financial Regulations 2022-23

### Amendments for approval:

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# Financial Regulations 2022-23

RESPONSIBLE COMMITTEE: P&F

*This is a policy/procedure document of Saltash  
Town Council to be followed by both Council  
Members and Employees.*

02/2022



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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.
- 1.4. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- 1.5. The Council's proper practices will be in accordance with the most recent JPAG guidance.
- 1.6. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.7. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.8. **At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.**
- 1.9. A breach of these Regulations may result in disciplinary action.
- 1.10. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

- 1.11. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.12. The RFO;
- acts under the policy direction of the Council;
  - administers the Council's Financial affairs in accordance with all Acts, Regulations and Proper Practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.13. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 1.14. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.15. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

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<sup>1</sup> In England - Accounts and Audit (England) Regulations 2011/817  
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.16. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.17. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.
- 1.18. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Chairman of Policy and Finance Committee and Town Clerk shall be appointed to verify bank reconciliations (for all accounts) produced by the FO. The Chairman and Town Clerk shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations by 30<sup>th</sup> June annually.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - appointed every 3 years;
  - be competent and independent of the financial operations of the Council and declare such by a written statement on an annual basis;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.
- 2.11. The Council will periodically review its internal day to day controls and procedures.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its five-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy and Finance Committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by Policy and Finance Committee.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's five-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The contingency budget shall be a minimum of 3 months and a maximum of 12 months operating costs.

- 3.5. The contingency budget of a minimum of 3 months operating costs and a maximum of twelve months operating costs of the Council shall be related and available from the contingency, EMF's and capital works arising from devolved assets and services.
- 3.6. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.7. The approved annual budget shall form the basis of financial control for the ensuing year.

#### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the Committee approved budget. This authority is to be determined by:

- The Town Clerk shall have delegated authority himself and delegated authority to authorise members of staff to disperse other monies with the authority of Full Council or Committees under the following restrictions:
- Tender for all items over £50,000.
- Three written quotes up to £50k.
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items up to £10,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. The FO to conduct regular checks to ensure all expenditure is within the powers of the Council to undertake and comply with the EU Procurement Directive (**see section 10.1 procurement**)

##### **Commented [SB1]:**

##### Amendment:

Latest procurement recommendation:

- Tenders typically over £25,000
- Three quotes typically over £3,000
- Three estimates typically over £500
- Best value – small day to day purchases.



- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5. The salary budgets are to be reviewed at least annually in September by the individual Committees in conjunction with the Personnel Committee for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.6. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a monthly schedule of payments made forming part of the Agenda for Full Council and present the schedule to Council. The Council shall review the schedule for compliance and having satisfied itself shall

authorise by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO, Budget Line Manager, Finance Officer and two Councillors to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to pay all invoices submitted, and which are in order.
- 5.5. The Clerk and Finance Officer shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and Finance Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or
  - c) fund transfers within the Councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the Finance Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council or a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. On a monthly basis a record of regular payments made under 5.6 above shall be drawn up and be signed by FO, RFO and two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Chairman of Policy and Finance.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Council and countersigned by the line manager and Financial Officer in accordance with a resolution relating to that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall be reported to the Council at the next convenient meeting.
- 6.7. **If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The**

approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

- 6.8. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by the Council credit card or internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Any Credit/Debit Card issued for use will be specifically restricted to a limit of £4,000 to be paid off in full each month.  
The card only be used for corporate procurement and no personal use.  
The authorisation to use the card is delegated to the Chairman, Vice Chairman of Policy and Finance Committee, Finance Officer and the Clerk.

A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

Any corporate credit card or trade card account opened by the Council will be specifically restricted to:

- A limit of £2,000 expenditure activity to be paid off in full each month.
- The accounts only be used for corporate procurement and no personal use.
- The authorisation to use the corporate credit card be delegated to the Chairman, Vice Chairman of Policy and Finance Committee, Finance Officer and the Clerk and in the absence of the Clerk the Deputy Town Clerk.

Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.12. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope in the safe. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.13. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.14. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.15. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.16. Where internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.18. Supplier bank details used for electronic payments are particularly vulnerable to fraud or error and it is therefore essential that the following procedure is followed to carry out any changes.

Any requests for change to supplier bank details for payments must be received by written hard copy notification from the supplier.

The written hard copy notification from the supplier must be authenticated and confirmed by further email communication with the supplier.

The written hard copy notification from the supplier and the email authentication and confirmation must be signed by a Councillor and the Town Clerk prior to any change being made to the supplier bank details.

The Chairman or Vice Chairman of Policy and Finance Committee will check and sign off standing data of all suppliers' bank details on a monthly basis when signing the bank reconciliations.

- 6.19. The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the FO with a claim for reimbursement.
- a) The FO shall maintain a petty cash float of £390 (which includes Library float) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. The Clerk and Chairman of Policy and Finance Committee will conduct regular checks to ensure that PAYE and VAT regulations have been followed.
- 7.3. Employee timesheets do not need to be signed by the Clerk as long as this is carried out by individual line managers.
- 7.4. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.5. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

- 7.6. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.7. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.8. An effective system of personal performance management should be maintained for the senior officers.
- 7.9. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.10. Before employing interim staff, the Council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the



authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

**Please refer to the Income and Banking Procedure which is augment to the above income regulations.**

## 10. PROCUREMENT

10.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed. UK tendering thresholds are set by Parliament every two years (01.01.22) and aligned to the European Union (EU) and World Trade Organisation (WTO) agreements.

- Up to £25,000 requirements in the Councils standing orders and financial standing orders.
- Over £25,000 use of the Contract Finder website, Official Journal of the European Union (OJEU), Find a Tender ([www.gov.uk/find-tender](http://www.gov.uk/find-tender)) and other light touch rules in the Public Contracts Regulations 2015. If the Council is inviting specific firms and not opening up to wider competition, the Council does not have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg 110(5)(b))
- European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1<sup>st</sup> January 2018 the threshold is:
  - Over £181,302 for contracts for supplies and services or £4,551,413 for works contracts. Other detailed and complex requirements in the 2018 Regulations. E.U. requirements include (but are not limited to) a requirement to advertise in the Official Journal of the European Union.

**Commented [SB2]:**  
New sentence added to Financial Regulations in line with the latest procurement procedures

**Commented [SB3]:**  
Amendment:  
(including VAT)

**Commented [SB4]:**  
Amendment:  
(including VAT)

**Commented [SB5]:**  
New sentence added to Financial Regulations in line with the latest procurement procedures

**Commented [SB6]:**  
New sentence added to Financial Regulations in line with the latest procurement procedures.

**Commented [SB7]:**  
Amendment:  
2022

**Commented [SB8]:**  
Amendment:  
Over £213,477 for goods or services, or £5,336,937 for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

## 11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 11.2. Order books shall be controlled by the Finance Officer.
- 11.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from

appropriate suppliers, subject to any *de minimis* provisions in Regulation 13.1 below.

- 11.4. A member may not issue an official order or make any contract on behalf of the Council.
- 11.5. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 12. CONTRACTS

12.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. The Council must not split contracts to avoid the contract rules.

**Commented [SB9]:**  
New sentence added to Financial Regulations

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Deputy Town Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Deputy Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Deputy Town Clerk or Administration Officer in the presence of the Town Clerk.
- g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. **Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.**
- i. When it is intended to enter into a contract of less than £50,000 and above £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 12.1 (ii) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

### **13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

### **14. STORES AND EQUIPMENT**

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The FO in conjunction with Line Managers shall be responsible for periodic checks of stocks and stores at least annually.

### **15. ASSETS, PROPERTIES AND ESTATES**

- 15.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 15.2. No tangible moveable property shall be purchased or otherwise acquired without the authority of the Council or delegated Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

- 15.3. No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the Council or delegated Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 15.4. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 15.5. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 15.6. Subject only to the limit set in Reg.15.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council or delegated Committee. In each case a Report in writing shall be provided to Council with a full business case.
- 15.7. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **16. INSURANCE**

- 16.1. Following the annual risk assessment (Financial Regulation 18), the FO in conjunction with Line Managers shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 16.2. Line Managers shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 16.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **17. CHARITIES**

- 17.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **18. RISK MANAGEMENT**

- 18.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the FO and Senior Policy & Data Compliance Monitoring Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 18.2. When considering any new activity, the Clerk with the FO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 19.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements with the FO and Senior Policy & Data Compliance Monitoring Officer to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 19.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

### **Notes to the Model**

Stated dates or months may be changed to suit local circumstances.

[square brackets ] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 13.1 shall be a list drawn up by the Clerk and approved by Council but, normally shall be based on the list maintained by the District Council for such works.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

## Saltash Town Council Financial Regulations Version History

Date	Summary of amendments
08.01.2015	Adopted FTC
07.04.2016	Revised Financial Regulations approved
April 2018	Updated P&R
August 2018	Updates recommended P&R Approved FTC September 2018
November 2018	7. Payment of salaries (timesheet signatories). Auditor advice.
January 2018	3.4/3.5 Statutory contingency (FTC 06.12.2018) 12e Tender opening, number of Councillors present increased to two. (Office Manager input.)
March 2019	NALC/CALC various recommendations.
August 2020	Amendments to sections 3;4;5;14;16 APPROVED 09/2020
March 2021	Amendments to 2.3; 6.4;6.11
June 2021	For readoption (new council)
February 2022	Annual review – amendments to job titles, precept setting timeline



DRAFT Standing Orders 2022-23

Amendments for approval:

Section	Section title	Page
17	Procurement	28
19	Contracts	30

# Saltash Town Council

Policy/Procedure: **Standing Orders 2021**

Date of Adoption: **August 2021**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	08/2021	Approved by	FTC
Date	August 2021	Date of approval	05.08.2021
Responsible Officer	AJT	Minute reference	157/21/22b
Responsible Committee	P&F	Review date	As required

Version History			
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January 2021	01/2021	AJT	Removed 9b (appts to outside bodies)
May 2021	02/2021	AJT	Amendment 6a(i) p18 part not legally required (SB) Removal of front appendix re SI 2020 No.392
July 2021	07/2021	AJT	Deleted 2m
August 2021	08/2021	AJT	New 2m; Version history pre 2021 moved to back of document

Review Record				
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# STANDING ORDERS 2021

Standing Orders 2021

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## 1. General principles

- a. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time. over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- b. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c. A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with Standing Order 10.
- d. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- e. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- f. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## 2. Meetings generally

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the agenda where the matter is being discussed.
- f. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i. Any member of the public wanting to put a question to the Council must do so 24 hours prior to the meeting by writing or email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)
- j. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l. During Planning and Licensing Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee.
- m. The Mayor will attend meetings of the Personnel Committee as an observer.
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.**
- p. **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- r. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of Councillors present and absent;

- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. the grant of dispensations (if any) to Councillors with voting rights;
  - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u. **A Councillor (or a non-Councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
  - v. **No business may be transacted at a meeting unless at least 7 (seven) members of the Council are present.** The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
  - w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
  - x. A meeting shall not exceed a period of 2 ½ hours.

### 3. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.



- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.

- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 3(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

#### **4. Disorderly conduct at meetings**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any Councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c. If a resolution made under standing order 4(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 5. Committees and sub-committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council has established Terms of Reference for the governance of its Committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights, delegated authority and training requirements, and may only be varied by resolution of a meeting of the Policy and Finance Committee.
- e. The Council may appoint committees as may be necessary, and:
  - i. shall determine their terms of reference including the scheme of delegation and the role of Chairman and Vice Chairman as ex officio members with or without voting rights;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. shall permit a committee to appoint its own chairman at the first meeting of the committee;
  - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - vii. shall determine if the public may participate at a meeting of a committee;
  - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
- x. may dissolve a committee.
- f. Members of the Town Council shall have the right to attend the Policy and Finance, Services, Planning and Licensing and Burial Authority Committees.

Six members of the Town Council will be appointed to the Personnel Committee and all members of the Committee must be willing to commit to undertake employment law training as soon as they are elected subject to course availability.

Members of the Town Council shall have the right to attend all Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

All members of the Planning and Licensing Committee are to undertake Planning training within six months of their appointment subject to course availability.

- g. Where the press and public are excluded from any part of a meeting, members of the Council not appointed to serve on the committee will also be excluded from that part of the meeting.

## **6. Meetings**

The following shall be considered as full Council meetings:

- a. Annual Town Council meeting**
- b. Ordinary meetings of the Council**
- c. Extraordinary meetings of the Council**

### **a. Annual Meetings**

- i. In an election year, the Annual Meeting of the Council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and must in any case take place within 14 days following the day on which the new Councillors elected take office.**
- ii. In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.**
- iii. The first business conducted at the Annual Meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- iv. The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected.**
- v. The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the Council.**
- vi. In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- vii. In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- viii. Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:**

- a) **In an election year, delivery by the Mayor of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
- f) Review of the terms of reference for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 5 above;
- i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
- j) Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

**b. Ordinary Meetings**

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**
- ii. **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- iii. At Ordinary Full Council Meetings the order of business shall be:
  - a) Health and safety announcements.
  - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
  - c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
  - d) Apologies for absence.

- e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
- f) Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman.
- g) To receive reports from the Mayor, Police crime figures, Saltash Gateway CIC, Cornwall Gateway Community Network Area, and other bodies or Members at the discretion of the Mayor.
- h) To consider Written Questions from Members of the Public.
- i) To read and approve as a correct record the Minutes of Full Council.
- j) Meetings not yet approved but ready for approval.
- k) To consider Financial Matters.
- l) To consider Correspondence.
- m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- n) To consider other matters placed on the agenda.
- o) To consider other matters submitted by motion.
- p) To consider Planning and Licensing Matters.
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

**c. Extraordinary meetings of the Council and committees and sub committees**

- i. **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**



- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
  - iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
  - v. **At Extraordinary Full Council Meetings, the order of business shall be:**
    - a) Health and safety announcements.
    - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
    - c) Apologies for absence.
    - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
    - e) To consider the matters specified when the meeting was called.
    - f) To note the Dates of the next meetings.
    - g) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.
- d. **Annual Town Meeting**
- i. The Annual Town Meeting shall be held between March 1<sup>st</sup> and June 1<sup>st</sup>, at a time fixed by resolution of the full Council.
  - ii. At the Annual Town Meeting the order of business shall be:
    - a) Health and safety announcements.
    - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
    - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
    - d) Apologies for absence.
    - e) To adopt the minutes of the last Annual Town Meeting of electors.

- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public.
- h) To note the date of the next Annual Town Meeting with electors.

## **7. Filming and recording meetings**

### **a. Filming and Recording Council meetings**

- i. **When a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:**
  - a) film, photograph or make an audio recording of a meeting;
  - b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
  - c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- ii. **Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its committees and sub committees.**
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.

### **b. Disruptive behaviour whilst filming and recording**

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any Councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b(ii) above is ignored, the chairman of the meeting may take further reasonable steps to

restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

## **8. Previous resolutions and Rescission of minutes**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with standing order 10 below.
- b. The Mayor or Chairman of the relevant committee may call an Extraordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

## **9. Voting on appointments**

### **a. Election of Officers**

- i. Where two or more persons have been nominated for a position to be filled as an officer of the Council, election will take place by recorded ballot.

Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.

- ii. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

#### **10. Motions for a meeting that require written notice to be given to the Proper Officer**

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

#### **11. Motions at a meeting that do not require written notice**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting.
  - ii. to move to a vote.
  - iii. to defer consideration of a motion.

- iv. to refer a motion to a particular committee or sub-committee.
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xii. to not hear further from a Councillor or a member of the public.
- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting or
- xvii. to close a meeting.

## **12. Management of information**

(see also standing order 20)

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policy for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **13. Minutes**

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the Full Council.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the

minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **14. Code of Conduct and dispensations**

### **General**

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to Councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

### **Members and the Code of Conduct**

- a. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.

- e. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5A of the Council's Code of Conduct, a Councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

#### **Code of Conduct Complaints**

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full Council.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor or Deputy Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer as set out in this Standing Order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- l. The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.



- m. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- n. Upon notification by the Monitoring Officer of Cornwall Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from Office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.
- o. **In the event of a complaint received by the Proper Officer or Administration Staff relating to a standing Council member (submitted by either a Council member or member of the public), the complainant shall be directed to the Chairman of the Council to resolve or referred to the Monitoring Officer.**

## Dispensations

- a. The Council has adopted the Cornwall Association of Local Councils, A Guide To Awarding Dispensations 2012, for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- b. The Guide shall apply to all meetings of the Council, its Committees and Sub Committees.
- c. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by meeting of the Council, or Committee or Sub Committee for which the dispensation is required that decision is final.
- f. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest of other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. A dispensation may be granted in accordance with Standing Order 14(a) above if having regard to all relevant circumstances the following applies:
  - i. without the dispensation the number of person prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
  - ii. granting the dispensation is in the interests of persons living in the Council's area or
  - iii. it is otherwise appropriate to grant a dispensation

## 15. Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall put in place arrangements to:
  - i. **at least three clear days before a meeting of the Council, a committee and a sub-committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer;**
  - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
  - iii. **convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. retain acceptance of office forms from Councillors;
  - vi. retain a copy of every Councillor's register of interests;
  - vii. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders;
  - viii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's policies and procedures relating to the same;
  - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
  - xi. arrange for legal deeds to be executed; (See also standing order 22 below);
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
  - xiii. refer a planning and or a licensing application received by the Council to the Mayor or the Chairman of the Planning and Licensing Committee within two working days of receipt to facilitate an

extraordinary meeting if the nature of a planning and or licensing application requires consideration before the next ordinary meeting of the Council or Planning and Licensing Committee;

- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect;  
(See also standing order 21 below).
- xvi. receive and retain copies of byelaws made by other local authorities.

## 16. Responsible Financial Officer

- a. When the Responsible Finance Officer is absent, the Council will appoint a Member to an unpaid post to undertake the work of the Responsible Finance Officer if required.

## 17. Procurement

- 1.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed. UK tendering thresholds are set by Parliament every two years (01.01.22) and aligned to the European Union (EU) and World Trade Organisation (WTO) agreements.
  - Up to £25,000 requirements in the Councils standing orders and financial standing orders.
  - Over £25,000 use of the Contract Finder website, Official Journal of the European Union (OJEU), Find a Tender ([www.gov.uk/find-tender](http://www.gov.uk/find-tender)) and other light touch rules in the Public Contracts Regulations 2015. If the Council is inviting specific firms and not opening up to wider competition, the Council does not have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg 110(5)(b))
- European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1st January 2018 the threshold is:
  - Over £181,302 for contracts for supplies and services or £4,551,413 for works contracts. Other detailed and complex requirements in the 2018 Regulations.  
E.U. requirements include (but are not limited to) a requirement to advertise in the Official Journal of the European Union.

### Commented [SB1]:

New sentence added to Financial Regulations in line with the latest procurement procedures

### Commented [SB2]:

Amendment:

(Including VAT)

### Commented [SB3]:

Amendment:

(including VAT)

### Commented [SB4]:

New sentence added to Financial Regulations in line with the latest procurement procedures

### Commented [SB5]:

New sentence added to Financial Regulations in line with the latest procurement procedures.

### Commented [SB6]:

Amendment:

2022

### Commented [SB7]:

Amendment:

Over £213,477 for goods or services, or £5,336.937 for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

## **18. Orders for Work, Goods and Services**

- a. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- b. Order books shall be controlled by the RFO.
- c. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 20.a below.
- d. A member may not issue an official order or make any contract on behalf of the Council.
- e. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **19. Contracts**

Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. The Town Council must not spilt contracts to avoid the contract rules.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Assistant Town Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Assistant Town Clerk or Administration Officer in the presence of the Town Clerk.
- g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.
- i. When it is intended to enter into a contract of less than £50,000 and above £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 19.a (ii) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or

**Commented [SB8]:**  
New sentence added to Standing Orders.

quote who was present when the original decision making process was being undertaken.

## **20. Payments Under Contracts for Building Or Other Construction Works**

- a. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- b. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- c. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

## **21. Handling staff matters**

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 12 above.
- b. Subject to the Council's policies regarding the handling of performance, capability and disciplinary matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of Personnel Committee or in their absence the Vice Chairman of the Personnel Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Personnel Committee in accordance with its terms of reference.
- c. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- d. The Mayor and Chairman of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall

be reported back and progressed by resolution of the Personnel Committee or its appointed representatives.

- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- g. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- h. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i. In accordance with Standing Order 18(b) the Council will identify two persons with line management responsibilities who may have access to staff records referred to in standing order 18(g) & (h).
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Personnel Committee.

## **22. Responsibilities to provide information**

(See also standing order 19)

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **23. Responsibilities under Data Protection Legislation**

(See also standing order 12)

- a. **The Council may appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place responding to and managing a personal data breach.**



- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effect and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up-to-date.
- f. The Council shall maintain a written record of the processing activities.

#### **24. Relations with the press/media**

- a. Requests from the press or other media for an oral or written comment of statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

#### **25. Execution and sealing of legal deeds**

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

#### **26. Communicating with Unitary Authority Councillors**

- a. An invitation to attend a meeting of the Council shall be sent to the ward Councillor(s) of the Unitary Authority representing the area of the Council, together with the agenda for the meeting and other relevant papers.
- b. Unless the Council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward Councillor(s) representing the area of the Council.
- c. At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

## **27. Restrictions on Councillor activities**

- a. Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions;
  - iii. issue any order respecting any works which are being carried out by or on behalf of the Council;
  - iv. incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.

## Appendix

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082021



## CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A,  
1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO, CORNWALL, TR1  
2XN

*Serving the parish and town councils of Cornwall*

### A GUIDE TO AWARDING DISPENSATIONS 2012

#### Introduction

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a "relevant authority" under section 27(6) (d) of the Act.

This guide explains:-

- a. the purpose and effect of dispensations
- b. the procedure for requesting dispensations
- c. the criteria which are applied in determining dispensation requests
- d. the terms of dispensations

#### a. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable or Non Registerable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

***Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.***

**b. Process for making requests**

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the Proper Officer of the council (ie. the Clerk) as soon as possible before the meeting at which the dispensation is required.

Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

**c. Consideration by the Parish Council**

The Parish Council can either delegate to the parish clerk the authority to grant dispensations or reserve such decisions for the full parish council.

In either case, the decision must be based on one or more of the following criteria:

- a. so many members of the decision-making body have Non Disclosable or Non Registerable Pecuniary Interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- b. the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- c. it is otherwise appropriate to grant a dispensation.

The parish clerk or parish council should formally notify the Councillor and the Monitoring Officer of its decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision. A copy of any dispensation should be held with the Member's Register of Interests.

**d. Delegation to the Clerk**

If the parish council decides to delegate this role to the parish clerk then it will need to make a formal resolution to this effect, on the lines of:

“RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

**e. Criteria for Determination of Requests**

In reaching a decision on a request for a dispensation the parish council or the parish clerk (as appropriate) will take into account:

- a. the nature of the Councillor's prejudicial interest
- b. the need to maintain public confidence in the conduct of the Council's business
- c. the possible outcome of the proposed vote
- d. the need for efficient and effective conduct of the Council's business
- e. any other relevant circumstances

**f. Terms of Dispensations**

Dispensations may be granted:

- for one or more meetings of the Council; or
- for a named period not exceeding 4 years (normally the annual meeting after the next elections)

**g. Disclosure of Decision**

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests.

## **Terms of Reference of Committees**

Please refer to the document on the Town Council website [www.saltash.gov.uk](http://www.saltash.gov.uk)

## Version History

Version History			
Date	Version	Author/Editor	Comments
14.02.2019	2019	AJT/SB	P&R Min193/18/19(d)
23.10.2019	10/2019	SB/AJT	Contracts & procurement (Sections 17-19)
14.05.2020	05/2020	AJT	Front appendix added re SI 2020 No. 392
June 2020	06/2020	AJT	P&F Min157/19/20 Pages 12,16,17,34



# Unreasonable Customer Behaviour and Persistent Complaints

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*This is a policy/procedure document of Saltash  
Town Council to be followed by both Council  
Members and Employees.*

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Current Document Status			
Version	2 DRAFT	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
02.07.2019	1	AJT	NEW (P&F Min 36/19/20)
April 2021	1/2021	AJT	Review for reapproval – new council. 20.05.2021 Min 46/21/22c(xv)
April 2022	2 DRAFT	AJT	Policy reviewed and updated from CC model and LGSCO guidance

Document Retention Period
Until superseded

## Saltash Town Council

### Unreasonable Customer Behaviour and Persistent Complaints Policy

#### 1. Purpose of the policy

The aim of this policy is to help customers and staff to understand how Saltash Town Council manages unreasonably persistent and unreasonable behaviour by customers. It gives clear guidance as to the definition of unreasonable behaviour and explains what actions staff should take when presented with such behaviour or unreasonable requests. This Policy has been based on guidance issued by the Local Government and Social Care Ombudsman and the Information Commissioner's Office (ICO) and relates to unreasonably persistent written and verbal communication with the Council. This policy is not a replacement for the Zero Tolerance Policy .

#### 2. Summary

Dealing with correspondence from customers, a complaint or information requests is usually a straightforward process. However, in a minority of cases, people pursue correspondence in a way that can impede the investigation of their complaint or can have significant resource implications for the Council. This policy has been formulated to deal with the small number of customers who make it necessary for special arrangements to be made. It should be noted that there are differences between Freedom of Information (FOI) and non-FOI related cases although the general principles below apply to both instances.

FOI references also apply to Environmental Information Regulation (EIR) requests which may relate to the environment, land or property. These will be dealt with under the guidance issued by the ICO.

Requests for personal information may fall under the UK General Data Protection Regulation (UK GDPR). These will be dealt with under guidance issued by the ICO.

We aim to deal with any correspondence or complaints in a way which is open, fair and transparent. Complaints and requests for information will be dealt with impartially and proportionately. We have developed this policy so that people who complain and the staff who manage those complaints understand what to do if people start to behave unreasonably.

**IT SHOULD BE NOTED** – This policy only deals with the conduct of the customer, not the substance of the complaint or concerns raised. The adopted procedures relating to the processing of complaints should be followed regardless of whether this policy is engaged, unless it is considered there are reasons for not doing so. If this is the case the customer should be advised of this at the earliest opportunity and if appropriate provided with an alternative route to remedy his complaint, such as referral to the Local Government Ombudsman.

### **3. Background**

We do not normally limit the contact people have with us. Whether they are complaining, making a request for service, an information request or seeking help and guidance, we are committed to dealing with all requests fairly and impartially and to providing a high quality of service. We are keen to resolve any dispute and/or complaint as early as possible.

Occasionally, the behaviour of some customers can make it very difficult for us to deal with their concerns. In a small number of cases the actions of some customers become unacceptable because they involve abuse of processes, or violence and aggression to staff or other people, including Members of the Council. When this happens, we have a responsibility to our staff and Members to take appropriate steps to limit the customers contact with the Council. On other occasions we have to consider whether a customer's actions are having an impact on our ability to do our work and to provide a service to others. Such actions can occur either while the complaint is being investigated, or once we have completed the investigation.

We understand that people sometimes feel frustrated about matters, but we will not tolerate behaviour which we deem to be unacceptable, threatening, abusive or unreasonably persistent towards staff or Members or imposes such a burden on the council that is an unreasonable drain on our resources.

### **4. Scope**

We define unreasonably persistent and unreasonable customers (referred to as Vexatious or Manifestly Unreasonable under FOI/EIR) and Manifestly Unfounded under UK GDPR, as those customers, who because of the frequency or nature of their contacts with us hinder our consideration of their or other people's issues or complaints.

These are generally covered under 2 key areas:

- customers who feel that the Council has not dealt with their issue, complaint or information request properly and are not prepared to leave it there; and
- customers who may have a justified dispute, complaint, information request or grievance, but these are either being pursued in inappropriate ways, or customers may be intent on pursuing the issue which appears to have no substance, or which may have already been investigated and determined. Their contacts with the Council may be amicable but still place very heavy demands on employee time, or they may be very emotionally charged and distressing for all involved.

Sometimes a situation between the Council and a customer can escalate and the behaviour moves from being unreasonable and unreasonably persistent to behaviour which is totally unacceptable.

Any decision resulting from the implication of the policy normally applies to the nature of the dispute, complaint or subject matter and not to the customer themselves. However, it is very likely that the customer's previous behaviour will have some

bearing on how to proceed with unrelated future correspondence or contact with the Council, particularly where there has been an element of extreme behaviour or verbal abuse.

## **5. Unreasonable Complainant Conduct**

**We will not** tolerate racist, sexist, homophobic or other discriminatory language, or offensive, threatening, aggressive or violent behaviour towards our staff or Members of the Council.

If you use such language or behaviour, we will ask you to stop doing so in order to protect the wellbeing of our staff or Members of the Council. In exceptional circumstances we may immediately restrict your access to our services without prior warning. We will then write to you and explain the action we have taken.

If your use of language is because of a medical condition, we will discuss with you any reasonable adjustments we need to make to how we work with you. However, some language and behaviour is always unacceptable and we will always draw your attention to this and take appropriate action.

Where your behaviour is so extreme that it threatens the immediate safety and welfare of our staff we may report the matter to the police or consider taking legal action. In such cases, we may not give you prior warning.

## **6. Examples of unreasonable behaviour/actions?**

The following is a list of some actions and behaviours which may be deemed as unreasonable, unreasonably persistent, (or vexatious/manifestly unreasonable under FOI/EIR). This list is by no means exhaustive and is designed to give an indication of the type of behaviour that is considered to be unreasonably persistent. For further advice, please contact the Town Clerk.

- Refusing to specify the grounds of a dispute and/or complaint, despite offers of assistance from Council employees;
- Refusing to co-operate with the complaints investigation process (Customer Feedback Policy) while still wishing their complaint to be resolved;
- Refusing to accept that certain issues are not within the scope of the Council's complaints procedure despite having been provided with information about the scope of the Customer Feedback Policy;
- Insisting on the dispute and/or complaint being dealt with in ways which are incompatible with the Council's adopted complaints procedure (Customer Feedback Policy) or with good practice;
- Making unjustified complaints about employees who are trying to deal with the issues, and seeking to have them replaced or harbouring personal grudges;
- Changing the basis of the complaint as the investigation proceeds;
- Denying or changing statements made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;

- Raising numerous, detailed and unimportant questions and insisting they are all fully answered;
- Covertly recording meetings and conversations without the prior knowledge and consent of other persons involved;
- Submitting falsified documents from themselves or others;
- Adopting a 'scattergun' approach: pursuing parallel disputes and/or complaint(s) on the same issue with a variety of officers, Members, departments or services;
- Making unnecessarily excessive demands on the time and resources of employees whilst a dispute and/or complaint is being looked into. Making excessive telephone calls or sending emails to numerous Council officers or Members, writing lengthy complex letters every few days and expecting an immediate response;
- Submitting repeat complaints or information requests (after the complaints/FOI process has been completed) essentially about the same issue(s), with minor additions/variations which the customer insists make these a 'new' dispute and/or complaint;
- Being abusive or using aggressive language;
- Rejecting attempts by the Council to assist and advise and showing no willingness to engage with Council officers;
- Explicitly stating that it is their intention to cause disruption to the Council;
- Refusing to accept the decision; repeatedly arguing points with no new evidence;
- Using other family members, associates or membership of a group or body to attempt to re-open a complaint already pursued by a complainant or to try to further requests or complaints already pursued ; or
- Frequently using public questions at a meeting of the Council or a Committee to pursue a complaint or information request(s):
- Combinations of some or all of the above or other actions that are judged to be unreasonable.

The following sections set out the procedures in relation to non-FOI and FOI cases

### **For non-FOI related cases (sections 7 – 10)**

The following sections cover non-FOI related issues such as complaints or wider Council contact/disputes.

## **7. What actions can be taken to stop or limit the behaviour?**

The actions we take will depend upon the nature and extent of the behaviour(s). Any action taken should be appropriate and proportionate to the nature and frequency of the customer's contacts with the Council. If their persistence adversely affects the

Council's ability to do its work, is disproportionately resource intensive and/or adversely affects the Council's ability to provide a service to another, the Council may need to address their behaviour.

When an officer reports a customer demonstrating unreasonable behaviour, the Town Clerk, in conjunction with the Chairman and Vice- Chairman of the Policy and Finance Committee and taking advice from the Monitoring Officer, will review the case within seven working days. A letter may be sent to the customer explaining that their conduct is becoming a concern. The letter will request that the behaviour exhibited is moderated and will suggest, where appropriate, who the customer should contact within the Council over their concerns. The letter will also advise what further actions may be taken if the request is ignored and a copy of this policy included. The customer will be asked to acknowledge the letter within seven working days.

Where the customer acknowledges the initial warning letter, the Town Clerk or their nominated representative will monitor the situation to ensure the behaviour has been moderated.

If the customer does not acknowledge the letter within seven working days there are 2 further stages which must be followed for a customer to be made unreasonably persistent or their unreasonable behaviour recognised as such. The Town Council may choose to appoint an external body to act on their behalf to provide this service.

#### **Stage 1 (Formal prior warning)**

If customer ignores the initial letter and is deemed to be unreasonably persistent or demonstrating unreasonable behaviour, the Town Clerk or their nominated representative will issue a formal prior warning letter, including the following points:

- An explanation of why the customer's behaviour is deemed unacceptable;
- An offer of a meeting, if deemed appropriate by the Council, with an officer from the council or their nominated representative to try and resolve the dispute / complaint / issue and explain to the customer why their behaviour is unacceptable;
- Advising of a single point of contact for any further correspondence;
- A statement of future intent to apply restrictive action to the customer's contact should their behaviour continue;
- Referencing and including a copy of the Unreasonable Customer Behaviour and Persistent Complaints policy.

Any arrangements for limiting a customer's contact must take account of the customers individual circumstances however, such actions may include blocking a customer's email address denying the customer the ability to email the Council, officers and Members and/or refusing to take telephone calls from the customer.

Should such action be necessary the customer's name will be added to the Councils register as having been sent a formal prior warning letter and a report will be submitted to the next available meeting of the Policy and Finance Committee or the next Full Town Council meeting if earlier and the Town Clerk feels the matter is of sufficient

urgency. In either case the report will be received in confidential part two of the meeting.

### **Stage 2 (Full implementation of the policy)**

- Full implementation of the policy will be undertaken by the Town Clerk, or their nominated representative, in liaison with the Policy and Finance Committee;
- Before the policy can be fully implemented, the Town Clerk, or their nominated representative, must be satisfied that the customer is behaving in an unreasonable or persistent manner (as per the policy), that the complaint / issue / dispute has been dealt with properly and in accordance with the Customer Feedback Policy and stage 1, a formal prior warning letter has been sent to the customer as outlined above;
- Once satisfied, the Town Clerk, or their nominated representative will take a report (factual and unbiased) to the Policy and Finance Committee detailing a history of the dispute / complaint, the reasons why the customer's behaviour is felt to be unreasonable or persistently unreasonable, a log of contact with the customer (to include dates, times and nature of contact) and any other related information which is of relevance. The role of the Policy and Finance Committee is to consider if the customers contact with the Council is unreasonably persistent, it will not examine the complaint overall.
- Once completed, the report and recommendations from the Policy and Finance Committee will be passed to the Town Clerk who will check the report prior to it being submitted to the next available meeting of the Town Council for consideration;
- If the Town Council takes the decision to make the customer unreasonably persistent and apply restricted access, the Town Clerk or their nominated representative will write to the customer with a copy of the Unreasonable Customer Behaviour and Persistent Complaints Policy explaining:
  - why the decision has been taken;
  - what it means for their contacts with the Town Council;
  - how long any restrictions will last; and
  - what the customer can do to have the decision reviewed.
- Should a customer who has been declared unreasonably persistent raise new issues or complaints, these will be reviewed on their own merits and consideration given to any restrictions on the customer which have previously been applied before the new issues are processed.
- The customer will be added to the Council's register as being declared by the Town Council as a persistent complainant, also ensuring relevant officers/Members are made aware.



## **8. What happens if a customer continues to contact the Council?**

The Town Council will appoint a named officer or representative to deal with and review any future correspondence or contact from the customer. When reviewing any future correspondence, the officer should consider whether this relates to an existing issue or whether it is a new concern.

Where a customer continues to contact us about an existing issue to which this policy has been applied but provides no further new evidence to support their complaint, no further action will be taken on the issue. A letter will be sent to the complainant advising of this and then no further correspondence will be entered into.

If a customer raises a new complaint or provides further new evidence to support their existing complaint, the Town Clerk or their nominated representative will make a decision as to how this will be dealt with and whether any existing restrictions (as per this policy) are still appropriate;

If a customer's behaviour becomes abusive or threatening, we may take the decision to inform the police.

Customers should not seek to circumvent this policy by asking someone else who is connected to them, such as a family member, someone of close association, advocate, or simply to submit the same or identical complaints on their behalf. Should we consider that someone is acting in place of or with a declared unreasonably persistent complainant, the customer who has submitted the duplicate complaint will be treated in the same manner.

Should a customer seek to circumvent this policy by contacting their local MP or Councillor whilst we will engage with the MP or Councillor, we will ask that they assist us in maintaining the customer's status, subject to their own investigations into the matter.

Further, should a customer to whom the Policy has been applied, continue to email, write in or telephone officers and Members have the right to not reply or respond to this communication without this being considered as a breach of the Code of Conduct for Members..

## **9. What can a customer do to challenge the Council's decision?**

If a customer is unhappy with the decision the Council has taken under this policy or are unhappy with how they have been treated, they may make a complaint to the Local Government and Social Care Ombudsman (LGSCO).

We will co-operate fully with any investigation the LGSCO undertakes and will ensure that all paperwork and documentation is available.

## **10. How does the Council review the decision?**

Where restrictions (in line with this policy) have been applied to a customer, they will normally be in place for **12 months** but will be subject to a review at **6 months** by the Town Clerk or their nominated representative, reporting to the next available Policy and Finance Committee meeting. The customer will be advised of the review and outcome in writing.

At the end of the designated period of restrictions (normally **12 months**), the Town Clerk or their nominated representative will review the case, reporting to the Policy and Finance Committee.

Where the review finds no grounds for continuing restrictions these should be lifted and relationships restored to normal.

Where it is recommended that restrictions are to continue beyond **12 months**, the report should be evidence based and with good grounds for the extension. The report will be submitted to the next available meeting of the Town Council to approve and reappoint representatives to act for the Council in this case.

The Town Clerk (or their nominated representative) will write to the customer to advise them of the outcome of the review by the Policy and Finance Committee. Where any restrictions are to continue, the customer will be notified of this alongside an explanation of why and when the next review is scheduled to take place (normally **six months**).

## **11. Confidentiality, legal requirements and non-compliance**

- All personal data provided to the Council will be processed in accordance with UK GDPR and the Data Protection Act 2018;
- Any breach of the policy may result in the Council being referred to the Local Government and Social Care Ombudsman.

### **For FOI/EIR related cases (sections 12-18)**

The following sections cover FOI cases where it is deemed that a request is Vexatious under Section 14(1) of the Freedom of Information Act (FOIA) or Manifestly Unreasonable under regulation 12(4)b of the Environmental Information Regulations (EIRs).

Section 14(1) of the FOIA : The Council does not have to deal with requests that are vexatious under this section. This applies only to the request and not the requestor so there should be a careful assessment before a request is classified as vexatious. The Information Commissioner's Office (ICO) may be able to provide guidance and has set out indicators that may identify vexatious requests:

- Abusive or aggressive language is used;
- The requests are placing an undue burden on the Council;
- The requests form part of a personal grudge;

- The requests are unreasonably persistent;
- The requestor is intransigent;
- The requests are frequent and/or overlapping on the same issue;
- The requests are designed to cause annoyance;
- The requests require a disproportionate effort to fulfil;
- The requestor is using the information request route to pursue other complaints or grievances against the Council.

The application of s.14(1) should be considered where it is believed that the request is disproportionate or unjustified.

## **12. What actions can be taken to stop or limit the behaviour?**

Where it becomes apparent that the nature of a request or string of requests is potentially making a request vexatious or manifestly unreasonable, consideration should be given to warning the requestor that if they are to submit any further requests on the same issue, it is likely that these requests will be deemed as vexatious under FOI or manifestly unreasonable under EIR. There should be an attempt to work with the requester whilst taking account of the facts of the matter and any relevant history.

## **13. What happens if a customer continues to contact the Council?**

If a further request is received on the same or similar subject matter under FOI/EIR then a decision will be taken by the Town Clerk in conjunction with the responsible officer that the request is vexatious/manifestly unreasonable and the requestor will be informed of the decision, along with the reasons for the decision being taken. Only the request itself can be considered vexatious and not the individual who submitted it. Therefore, any further requests from the same requestor should be treated and assessed independently.

Where necessary, further advice should be sought from CALC or the Monitoring Officer, Cornwall Council.

Where the time (or cost) of dealing with the request is the main issue, consideration will be given to applying Section 12 of the FOIA or Regulation 12(4)(d) under the EIR where the time/cost of dealing with a request is unreasonable and consideration given to asking the requestor to narrow down or reduce the scope of the request to bring it within an appropriate time frame (18 hours under the FOIA).

Where appropriate, consideration should be given as to whether the wider Unreasonable Customer Behaviour Policy should also be invoked in addition to making a request vexatious/manifestly unreasonable.

The requestor will then be added to the Council's register of customers who have been made vexatious as defined by this Policy, also ensuring relevant officers/Members are made aware.

Customers should not seek to circumvent this policy by asking someone else who is connected to them, such as a family member, someone of close association, MP, Local Member or advocate, or simply to submit the same or identical complaints on their behalf. Should we consider that someone is acting in place of or with a declared unreasonably persistent complainant, the customer who has submitted the duplicate complaint will be treated in the same manner.

#### **14. What can a customer do to challenge the Council's decision?**

If a requestor is unhappy with the decision to make their request vexatious/manifestly unreasonable, they have the right to ask the Council to carry out an Internal Review. The case will then be considered by an independent senior officer who will review the case and notify the requestor of the decision. If following the Internal Review, the requestor is still unhappy, they have the right to contact the Information Commissioner's Office (ICO) who will then decide on the evidence supplied, whether to investigate the case.

#### **15. How does the Council review the decision?**

Where a request has been made vexatious or manifestly unreasonable, no further requests to similar matters raised will be considered within a 12-month timeframe. Any new request will be reviewed within this timeframe and a decision will be taken as to whether this is a new request (and dealt with as a fresh request) or falls within the subject matter made vexatious/manifestly unreasonable.

#### **16. Dealing with requests that are manifestly unfounded or excessive**

A request for personal information made as a Subject Access Request (SAR) under UKGDPR can be refused if it is considered manifestly unfounded or excessive.

The ICO guidance says that a request may be manifestly unfounded if:

- the individual clearly has no intention to exercise their right of access. For example an individual makes a request, but then offers to withdraw it in return for some form of benefit from the organisation; or
- the request is malicious in intent and is being used to harass an organisation with no real purposes other than to cause disruption.

For example:

- the individual has explicitly stated, in the request itself or in other communications, that they intend to cause disruption;
- the request makes unsubstantiated accusations against you or specific employees;
- the individual is targeting a particular employee against whom they have some personal grudge; or

- the individual systematically sends different requests to you as part of a campaign, eg once a week, with the intention of causing disruption.

NOTE: You must consider a request in the context in which it is made, and you are responsible for demonstrating that it is manifestly unfounded.

Also, you should not presume that a request is manifestly unfounded because the individual has previously submitted requests which have been manifestly unfounded or excessive or if it includes aggressive or abusive language.

The inclusion of the word “manifestly” means there must be an obvious or clear quality to it being unfounded. You should consider the specific situation and whether the individual genuinely wants to exercise their rights. If this is the case, it is unlikely that the request will be manifestly unfounded.

## **17. What does excessive mean?**

A request may be excessive if:

- it repeats the substance of previous requests and a reasonable interval has not elapsed; or
- it overlaps with other requests.

However, it depends on the particular circumstances. It will not necessarily be excessive just because the individual:

- requested a large amount of information, even if you might find the request burdensome. Instead you should consider asking them for more information to help you locate what they want to receive, please see 'Can we clarify the request?';
- wanted to receive a further copy of information they have requested previously. In this situation a controller can charge a reasonable fee for the administrative costs of providing this information again and it is unlikely that this would be an excessive request;
- made an overlapping request relating to a completely separate set of information; or
- previously submitted requests which have been manifestly unfounded or excessive.

When deciding whether a reasonable interval has elapsed you should consider:

- the nature of the data – this could include whether it is particularly sensitive;
- the purposes of the processing – these could include whether the processing is likely to cause detriment (harm) to the requester if disclosed; and

- how often the data is altered – if information is unlikely to have changed between requests, you may decide you do not need to respond to the same request twice. However, if you have deleted information since the last request you should inform the individual of this.

## **18. Refusal to comply with a request**

Where the Council is refusing to comply with a request, you must inform the individual without undue delay and within one month of receipt of the request of:

- the reasons you are not taking action;
- their right to make a complaint to the ICO or another supervisory authority; and
- their ability to seek to enforce this right through a judicial remedy.

You should also provide this information if you request a reasonable fee or need additional information to identify the individual

## **19. Record Keeping**

The Town Clerk will keep adequate records of the details of the case and action taken. The register will also include cases where an initial warning letter has been sent.

Records will be kept of:

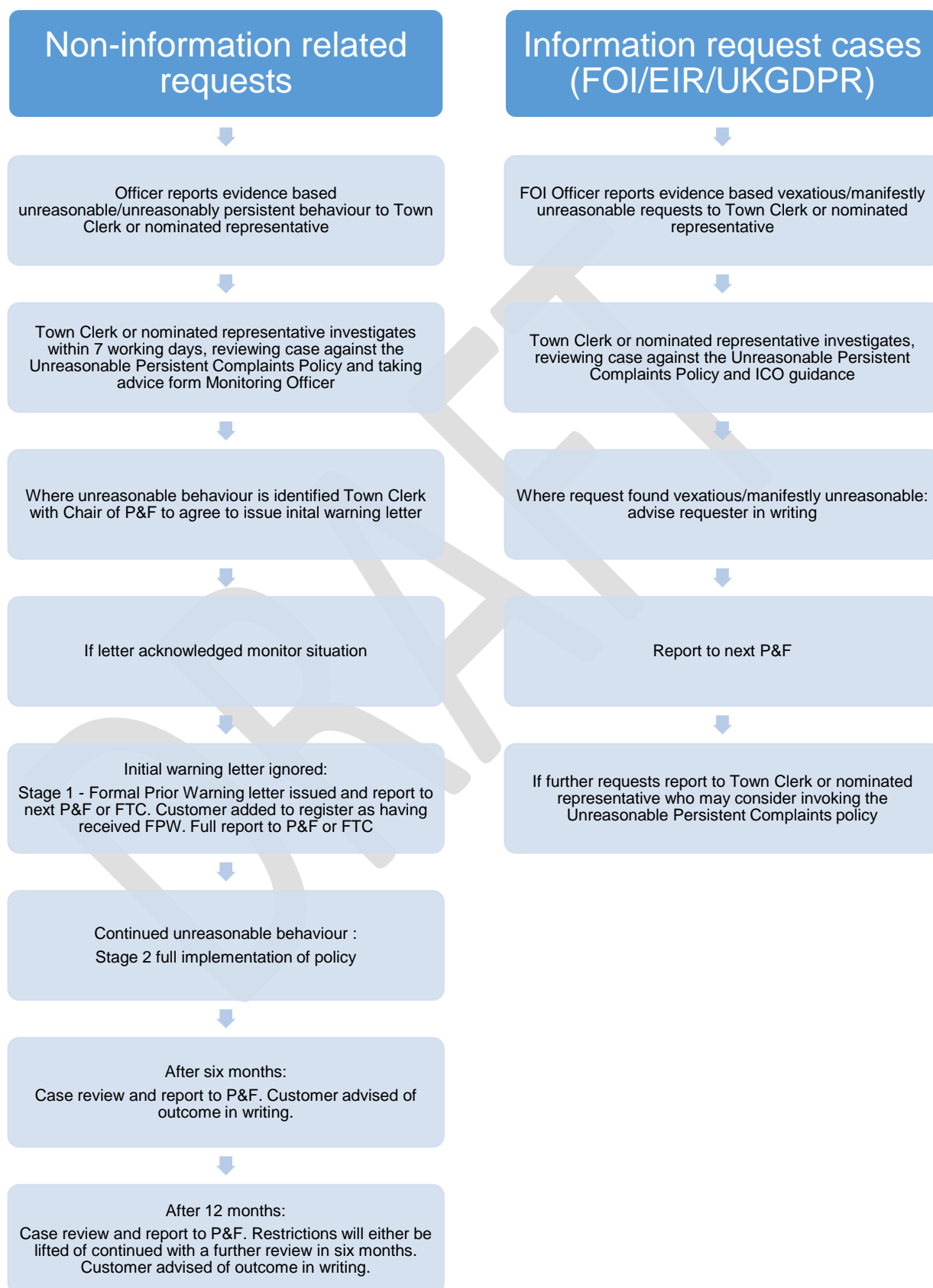
- The name and address of each member of the public who has been identified as unreasonably persistent, vexatious or abusive and any other person who aids the complainant;
- When the restrictions came into force and end
- What the restrictions are
- When the person was advised and copies of correspondence
- Copies of all correspondence with appointed external representatives
- Dates of and copies of all reports to Council Committees.

Adequate records should also be kept to show:

- When a decision is taken not to apply the policy when an officer has asked for this to be done, or
- When a decision is taken to make an exception to the policy once it has been applied, or
- When a decision taken not to put a further complaint from this customer through the complaints procedure for any reason, and
- When a decision is taken not to respond to further correspondence, make sure any further letters or emails from the customer are checked to pick up any significant new information.



## Summary of procedure





## **Agenda Item 20 – To receive an IT report and consider any actions and associated expenditure**

### Information:

STC's newly appointed IT Consultant has reviewed services provided for the provision of IT Maintenance and has identified that the Town Council's applications and emails are not being sufficiently backed up.

### Costs:

The IT Consultant has recommended the following be actioned at the earliest opportunity and detailed the associated costs for Members consideration:

#### **Back up of E-mails/OneDrive/SharePoint**

STC are not currently backing up emails / OneDrive or SharePoint.

The IT Consultant has requested authorisation to backup these files at a cost of £2.25 per mailbox (*Cost is inclusive of 25% Government discount and would include shared inboxes. STC has a total of 47 inboxes*)

- Monthly additional cost of £105.75 per month
- Annual additional cost of £1,269.00

#### **Backup of Modern.gov application/server and documents**

Currently the existing backup is £27.50 per month to back up the server alone. The following cost is to provide backup of Modern.gov and the server whilst providing better coverage.

The proposed cover required will be at double the cost per month at a total of £55.00 (*cost is inclusive of 15% Government discount*). This will provide sufficient cover of all STC applications, servers and documents.

- Monthly additional cost £27.50
- Annual additional cost £330.00

#### **Total combined cost:**

- Monthly additional cost of £133.25.
- Annual additional cost of £1,599.00

**Budget Code:** P&F 6306 IT Maintenance  
**Available Budget:** £8,624.00

The Administration Department liaised with the Finance Department regarding the additional cost (£1,599) and identified an annual shortfall for the provision of IT Maintenance contract of £2,318.20.

The Finance Officer confirmed the shortfall for annual IT Maintenance is due to increased annual costs and an increase in users.

The provision of IT Maintenance contract shortfall and additional costs to provide better backup coverage is a shortfall of £3,917.20.

The Finance Officer suggests a virement to cover both the shortfall of the annual IT Maintenance contract and back up provisions, for the amount of the entire available budget as detailed below:

**Budget Code:** 6274 PR EMF Internet Redevelopment

**Available Budget:** £4,900.00

The EMF Internet Redevelopment code is no longer required for its purpose, STC previously contracted a supplier back in 2020 to undertake the website redevelopment at a cost to the Town Council far lower than proposals received from other competitors.

**Recommendation:**

1. To vire £4,900 from budget code 6274 EMF Internet Redevelopment to budget code 6306 IT Maintenance to cover the above cost and any future IT work for the year 2022-23.
2. To close budget code 6274 EMF Internet Redevelopment.

**END OF REPORT  
ADMINISTRATION OFFICER**

**SALTASH TOWN COUNCIL**

~~**Press release**~~



**Announcement**

**enquiries@saltash.gov.uk 01752 844846**



**@SaltashTownOfficial**



**@SaltashTC**

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**<https://www.saltash.gov.uk/newsandevents.php>**

## **Delivery of Professional Youth Work in Saltash Tender Opening for the year 2022-23**

Attendance: Cllrs Bullock, Griffiths, Peggs and P Samuels (The Mayor Cllr P Samuels in attendance to cover Members declaration of interest and to ensure an equitable process took place)

Apologies: Cllr Martin

Saltash Team for Youth received three bids for the £50,000 Town Council budget for professional youth work in the Town (code 6222 Commissioning Youth Work).

In terms of the content, the tenders were all strong, however, in all three in different degrees documents were missing (policy section of the specification), but still felt they could be considered for funding by Saltash Town Council.

The Working Group were conscious that the three organisations submitting bids are in important need of financial assistance. However, the three requests for funding tallied to £56,780, £6,780 over the Town Council allocated budget.

The Working Group had a good constructive lively discussion around the funding allocation whilst working within budget and ensuring the process was equitable.

A proposal was put forward to reduce the requested fund by 10% and divide the remaining balance between the three tenderers reducing slightly further to bring within the Town Council allocated budget.

A vote was taken and a majority agreed the following funding to be recommended to the next policy and Finance Committee meeting, subject to receipt of the required policy documentation set out in the specification:

1. Livewire bid for £17,632
2. The Core bid for £17,885
3. Junkyard Skatepark for £14,483

**Total £50,000**

The Working Group also thought it would be very useful to feedback the tendering process at the next Saltash Team for Youth meeting to be held at The Core on Friday 13<sup>th</sup> May 2022, and to also offer guidance around their future sustainability and fund-raising needs.

**End of Report**  
**Saltash Team for Youth Working Group**

## JY COVER REPORT FOR JAN-MARCH 2022

- . 2 YOUTH NIGHTS(OPEN ACCESS) TUES/THURS 7-9PM FOR 11-19YRS
- . GIRLS ONLY NIGHT LAST MONDAY OF THE MONTH 6.30PM-8.30PM ALL AGES
- . SKATE SKOOL BEGINNERS AND INTERMEDIATE RAN BY A QUALIFIED SBGB COACH WEDNESDAYS 5PM- 7PM / 7-9PM
- . OUTREACH IS MAINLY RAN DOWN AT SALTMILL SKATEPARK, ALSO HAVE WORKED WITH SCHOOLS WITHIN SALTASH AND EVENTS HELD, LOOKING TO DO MORE OF THIS FOR SUMMER 2022, IF THERE IS ANY SUPPORT JY CAN GIVE IN OTHER AREAS PLEASE DO LET US KNOW VIA OUR EMAIL OR MEETINGS YOU WOULD LIKE US TO ATTEND.

## . SINGLE ISSUES COVERED

- ANTI BULLYING
- ALCOHOL AND DRUG ABUSE
- HEALTHY RELATIONSHIP ADVICE
- SAFE INTERNET USE
- MENTAL HEALTH SAFETY/ PRESSURES OF TEENAGE LIFE
- . FUNDING ALREADY MATCHED SO FAR
- £4000.00 SPORT ENGLAND
- £1000.00 COMMUNITY CORNWALL
- £1000.00 SALTASH ROTARY CLUB
- LOOKING AT FURTHER FUNDING FROM AWARDS FOR ALL FOR GETTING YOUNG PEOPLE OUT AND ABOUT PROJECT

QUICK BREIF ON WHO WE ARE AT JY:-

<b><u>Who are we:-</u></b>
JY Skatepark cic is a youth Hub where young people can use the facility to hang out and feel part of something within there community, we try to make it feel like it's their home from home and to take ownership of the space.
we have professional youth workers on hand to support young people with their needs and deliver on lots of different single issues such as anti-bullying awareness, mental health, sexual advice, social media and the effects it can bring, keeping a healthy body and mind.
We thrive to engage fully with all our young people, building strong relationships and gaining there trust whilst in a safe environment, we encourage working as a team at JY and everyone is to be included and treated equally, we also aim to push those friendships that may not happen in different social scenes such as School or maybe other competitive and structural sports clubs, even though JY focuses on extreme sports as its tool to engage with young people it is forefront all about young people having a safe space to hang out and chill with there peers and finding themselves as they develop into young adults.



## The Saltash Neighbourhood Development Plan

Cornwall Council have now formally notified Saltash Town Council that the SNDP is now officially "Made," or using a more familiar term "Adopted."

The SNDP will therefore now be regarded and used as part of the Development Plan for Cornwall when determining planning decisions in Saltash. Section 38A(4) of the Planning and Compulsory Purchase Act 2004 applies.

The plan itself is available online at [plan4saltash.co.uk](http://plan4saltash.co.uk) with paper copies at the Saltash Library and Guildhall.

## **Saltash Team For Youth Report for Policy & Finance Committee meeting on 10 May 2022**

### **1. *Delivery of Professional Youth Work in Saltash* tender document**

Our primary task since the last working group meeting on Friday 11 March has been to finalise and circulate this refreshed document.

At the working group meeting, representatives from youth organisations in Saltash suggested that the timeline and process for the submission of tenders is brought forward so that it is more in line with the start of the financial year commencing in April. In previous years, the process has slipped to later in the financial year, which is proving difficult for applicants as they are already halfway through the financial year being applied for.

Councillors on the working group responded positively to this suggestion and I raised the matter with the Acting Town Clerk who took a similar view. The timeline and process was therefore adjusted with a new deadline for applications of Friday 22 April at 5pm.

The meeting to assess the applications takes place on Friday 29 April, 1pm at the Guildhall. Our recommendations will be included on the agenda for approval at the meeting of the Policy & Finance Committee on 10 May.

### **2. Platinum Jubilee, June 2022**

The working group also discussed at the 11 March meeting a wide range of ideas led by and involving young people in the Platinum Jubilee celebrations from 2 – 6 June. These have been fed in to the STC Jubilee Working Group so they can be scheduled in where feasible.

### **3. Publicising Saltash Team For Youth**

An area of the STC website will include information about Saltash Team For Youth together with publicising the work of the group on social media and in the next edition of Saltash Messenger.

Saltash Team For Youth next meets on Friday 13 May, 1pm at The Core.

Cllr Matt Griffiths  
22/4/22



## Personnel Committee 29.03.2022

### 156/21/22 TO RECEIVED A STAFFING REPORT FROM THE ACTING TOWN CLERK

Members considered advice received from Cornwall Council's Monitoring Officer.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance meeting:

To appoint Cornwall Council to inform identified persistent complainants to only communicate through Cornwall Council's complaints email box or by post.

Cornwall Council to forward any related Town Council business direct to Saltash Town Council if relevant to their services

Staff and Councillors to block identified persistent complainants emails with immediate effect.